



Department of Building Safety  
Building Codes  
Floodplain Development  
Zoning Code

## Electronic Plan Submittal Policy Change Effective Monday, May 2, 2022

**Effective Monday, May 2<sup>nd</sup>. Building Safety will be requiring every plan submittal to include 1 set of plans in PDF format on a USB flash drive and 1 paper copy.** Zoning, DESC, Soil & Water, Health Department and any other required approvals will still need to be submitted in paper format. The USB flash drive with the construction documents will remain with the Department of Building Safety, the paper copies will be returned to the customer. Any submittal that is turned in without the electronic set of plans in PDF format on a USB flash drive will not be accepted. If you have any questions please contact our office at 740-833-2200 or [building@co.delaware.oh.us](mailto:building@co.delaware.oh.us).

Residential submittals will need 1 paper copy and 1 electronic copy in PDF format on a USB flash drive. Commercial Submittals will need 2 paper copies and 1 electronic copy in PDF format on a USB flash drive.