

## **Effective January 1, 2024**

**All residential and commercial application and plan review submittals are required to be submitted electronically.**

Please email all residential submittals to [residential@co.delaware.oh.us](mailto:residential@co.delaware.oh.us), and commercial submittals to [commercial@co.delaware.oh.us](mailto:commercial@co.delaware.oh.us) . Documents that are too large to send via email may be sent via Dropbox -you must contact a Building Safety employee prior to submitting this way.

Please follow the directions below on how to label your documents, what format they need to be sent in and the process of communication.

All submittals MUST be in PDF format. When submitting we ask that each item required to be submitted be separate PDF documents. Construction documents and items pertaining to the construction documents may be in one PDF document. **Photos of documents will NOT be accepted.**

When labelling your documents please title them with the address and what they are EX: 50 Channing Street Zoning, 50 Channing Street application soil water DESC, 50 Channing Street construction documents, 50 Channing Street HVAC revision. **DO NOT include any special characters ( . , : \_ \* - ] ) in the title of the documents.**

Once your plans have been approved and your permit issued our office will notify you of such. After payment has been received we will email or Dropbox you all approved documentation. **It is still required that you have all approved documentation printed, to scale, \*legible and on site for inspections.**

\*Legibility is at the discretion of the inspector.