



Notice to all Contractors:

As you probably already know, the City of Shenandoah will be starting to review all plans digitally. We are very excited about these changes and hope that you are also. Below is an outline on how the changes will affect you as a contractor:

- Starting May 1st, all plans shall be submitted digitally on a CD in a PDF format and must include a cover sheet. You may also send the plans via drop box to the plans@shenandoahtx.us (they will not be processed until application and payment is submitted)
- There will be an updated application and rules and regulations available on May 1st.
- There is a slight increase in fees for going digital. This fee is based on the number of sheets submitted. (see attached fee schedule)
- If paper plans are submitted, you will still be required to pay the digital plan review fee and the digitizing fee. (see attached fee schedule)
- Once you submit the digital plans, application and fees, your plans will be processed for review. Once the plans are approved you will be notified just like usual. You are still required to come into City hall to pull your permit at which time the plans will then be sent to you digitally via drop box or FTP server. This will allow you to see any red line comments there may be and print them.
- For all resubmission of plans you will be required to submit digitally a full set of plans showing the corrections, which must be identified by clouding. On third submissions, the additional plans review fee must be paid prior to the City processing your plans.
- You are still required to have the plans on the job site. You may print out the City approved plans or have them digital.
- No CD will be required at the end of the project to release the Certificate of Occupancy or Certificate of Compliance.

The City anticipates that this process will save contractors time and money as well as help expedite your plan review. Please let us know if you have any questions, comments, or concerns.