



# **Southeast Ohio Building Department**

## Instructions to submit for plan review via Dropbox:

1. The current drawing submittal size is limited to 30 pages. Please contact the office for single sheet electrical service, HVAC or re-roofing permits.
2. Email [seobd@wcgov.org](mailto:seobd@wcgov.org) with your request for a Dropbox link. Please include the name of the project/occupant in your email request.
3. When your request has been received, we will email you a Dropbox link.
4. Click on the link in the email. It will take you to a Dropbox page that will give you the option to upload your files via your computer, or Dropbox. Select the files you would like to submit, then click upload. Drawings shall be submitted as (1) PDF set with the restrictions set to allow markup by this office. Specs may be a separate file. Please include the application for permit with your submittal. (We will receive an email that you have uploaded files.)
5. Payment is required at time of submittal. We accept check, credit card, and money order. (There is a 2.55% convenience fee on all credit card transactions).
6. Once the review is complete, and the plan approval card and drawings are stamped and ready, we will email you a Dropbox link to retrieve the approvals.

If you have any questions please contact the office at 740-374-4185 (Marietta Office) or 740-630-0361 (Cambridge Office).