



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.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. Specs may be a separate file. (We will receive an email that you have uploaded files.)
5. You must bring in, or mail us a check or money order for the submittal prior to our review. The review will not begin until all fees are received.
(Credit card acceptance coming soon!)
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.
7. Once you click on the link, the approved drawings and plan approval card will appear. You will have the option to share, download, and print from this screen. Please keep in mind that the Dropbox link/files will be deleted after **five business days** from the email sent date.
8. Please print a set of the approved drawings and plan approval card and post on the job site. This is required prior to the commencement of work.

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