



**Community Development Department  
Development Services**

**REQUEST TO CONVERT PAPER PLAN CHECK TO DIGITAL PLAN CHECK**

Plan Review Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

The Beverly Hills Electronic Review process only allows one person per plan check to perform the role of uploading, downloading, and responding to any corrections. Please identify the primary person to be responsible for all plan review correspondence.

**ALL FIELDS ARE REQUIRED FOR A COMPLETE APPLICATION**

Applicant Architect Contractor Engineer Owner Other

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**NEXT STEPS:**

**ePlan Invitation from Development Services.** As part of this application processing by the City, an invitation will be sent to the person listed above to upload to a project specific folder.

**Prepare your plans for digital plan upload.** View the user guide at [www.beverlyhills.org/electronicreview](http://www.beverlyhills.org/electronicreview) and for other questions.