



## ELECTRONIC PLAN SUBMITTAL REQUIREMENTS

For projects to be successfully submitted for electronic review in the online permitting portal, please follow the electronic plan submittal requirements listed below. An electronic plan review will not begin until the submittal meets these requirements.

### FORMAT REQUIREMENTS:

#### 1. Consolidated Plans:

All plans must be consolidated into one set unless the file exceeds the maximum file size. (See item #2 Maximum File Size for details).

#### 2. Maximum File Size:

The maximum file size is 250 MB per file. Documents that exceed the maximum size shall be separated into multiple documents. Please minimize the number of files as much as possible. When applicable, separate Architectural/Structural sheets from Mechanical/Electrical/Plumbing sheets into two different packages. If further separation is needed, files should be separated by trades.

#### 3. File Type:

Digital plans and documents must be PDF. Photographic files (e.g., JPEG, PNG, etc.) and Zip files are not acceptable. PDF files shall be text searchable. For scanned or non-searchable PDFs, apply Optical Character Recognition to the document.

#### 4. File Content Requirements:

- Plan size shall be a minimum of 24"x36" and consistent with throughout. Plans shall be legible and drawn to scale.
- All plans sheets must be stamped and/or digitally signed
- Plan set pages shall be landscape oriented and must be upright. Maintain a uniform page position and insertion point for all files.
- Files shall be flattened PDFs. **Files cannot be password protected or encrypted/locked.**
- Set an 8"x8" space on the Cover Sheet for jurisdiction approval stamps.
- In the title block (lower right quadrant), set a 3"x3" space for jurisdiction approval stamps on all drawing sheets.
- Scanned documents must meet the requirements above, be properly aligned (not skewed) and use at least 150 dpi or higher

#### 5. Plan Sheets Naming Conventions:

All PDF plan sheet files should be named according to how they are listed in the Drawing Index provided on the Title/Cover Sheet of the plan set. All sheets shall be bookmarked to match the sheet names. All drawing files must be named as follow: SHEET NUMBER SHEET TITLE. (See examples below)

Sheet	Sheet Title/Name	→	Page Labels
C1.0	Site Plan	→	C1.0 Site Plan
A1.0	Existing Floor Plan	→	A1.0 Existing Floor Plan
S1.0	Structural Detail	→	S1.0 Structural Details



#### **6. File Naming Convention:**

- Plan sets: Name each plan set "Project Record#" + "Plans" with an underscore "\_" and a brief description. (i.e., CB230001 Plans\_Set 1 of 2, Plans\_All, etc.)
- Documents: Name each supporting document "Project Record#" + "Doc" with an underscore "\_" and a brief description. (i.e., CB230001 Doc\_Specifications, Doc\_Structural Calcs)

**Note:** In the initial submittal where Record# is not available, "Project Address" can be used in lieu of "Project Record#" in the file names.