



ELECTRONIC SUBMITTAL REQUIREMENTS

PLANS:

1. All plans shall be submitted as PDF documents created with a program that meets ISO (International Organization for Standardization) 32000 standards for PDF creation. Scanned plan sheets will not be accepted.
2. PDF documents shall include vector content and TrueType fonts.
3. File names shall be in conformance with the File Names in the Submittal List
4. File names cannot use any of these disallowed characters: () # % & { } \ < > * ? / \$! ' " : @ + ` | =
5. All plans must be oriented as they are intended to be viewed (i.e. Landscape View, Portrait View).
6. The maximum allowable sheet size is 24" x 36" for single family/duplex plans and 30" x 42" for commercial plans. Larger sheets will only be accepted upon approval of the Chief Building Official.
7. A minimum 1.5" margin must be provided along the left edge of each sheet to allow for binding.
8. The scale of the drawing shall be stored and embedded in each sheet of the plan set. Plans must be drawn to a standard scale to allow for plotting.
9. All content shall be flattened to remove layering or comments/mark-ups.
10. Thumbnails for all plan sheets must be labeled to clearly identify the sheet number and the content of the sheet. Example: A1.0 Title Sheet
11. Architectural plan sets must be submitted as a single document; however, no single file may exceed 50 MB. Very large plan sets may be submitted in sections sorted by discipline (i.e., architectural, structural, mechanical). Zip files will not be accepted.
12. Other drawings, such as civil engineering plans or plats must be submitted as separate documents.
13. All files must be unlocked and unprotected.
14. Sheet title blocks shall remain consistent (i.e. location, size, format, etc.) on each sheet of the plan set including sub disciplines.

REPORTS AND OTHER DOCUMENTS:

1. All files must be oriented as they are intended to be viewed (i.e. Landscape View, Portrait View).
2. Reports and other documents must be submitted as a separate PDF for each submittal type (refer to the Submittal List), including completed submittal checklists and energy forms associated with architectural plans.
3. Figures within report documents shall be a maximum size of 11" x 17", unless part of a separate appendix.