ELECTRONIC SUBMITTAL REQUIREMENTS FOR BUILDING PERMITS

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 include the project address, be descriptive in content, and submitted in the following format (i.e., Architectural Plans – 123 Main St.pdf)

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 plan sets, surveys or plats must be submitted as separate documents.

13. All files must be unlocked and unprotected.

REPORTS AND OTHER DOCUMENTS:

1. All other supplemental information such as Contractors Licenses may be combined into a single pdf.

2. Scanned documents are acceptable, but "print to .pdf" format is preferred.

3. File names shall include the project address, be descriptive in content, and submitted in the following format (i.e., Plumbing Checklist – 123 Main St.pdf)

4. All files must be oriented as they are intended to be viewed (i.e. Landscape View, Portrait View).