



FILE FORMATING REQUIREMENTS FOR DIGITAL PLAN REVIEW SUBMITTAL

To ensure an efficient and successful digital plan submittal process, **only submittals following the below file formatting requirements will proceed through digital review.** These requirements are for file formatting only, for further information on requirements when preparing plans and documents for plan review, please see the “Plan Submittal Checklist” at the city web site.

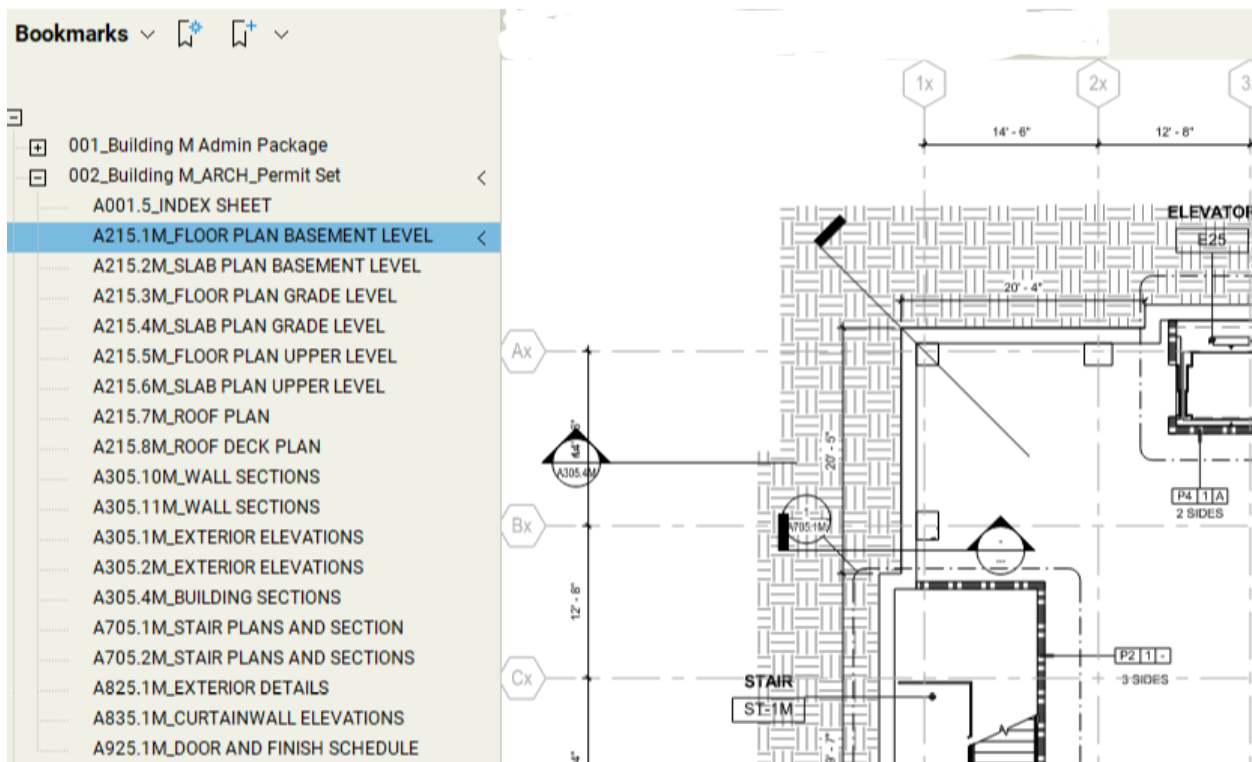
SUBMITTAL REQUIREMENTS

- Please combine plans into a single file. Each sheet shall not be submitted as a separate file. See file naming conventions on reverse side.
- Only files for the current submittal are to be provided. If your project is a resubmittal, do not include files from the original submission.
- Files must be unlocked and not password protected. Zip files are not accepted.

Formatting requirements are outlined below:

1. **PDF or PDF/A** - Digital documents must be PDF (portable document format) or PDF/A, compatible with Adobe Acrobat Version 10 or higher.
 - **Exported PDFs required for most projects** - Drawing files shall be first generation vector-based PDF's which have been directly converted from the computer aided drafting (CAD) applications (e.g. AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created. PDFs of scanned documents are accepted only for supporting/reference documents or hand-drawn plans for single-family additions or alterations at 150dpi to 300dpi for acceptable legibility and file size.
 - **Scanned or non-searchable PDF exports:** Apply Optical Character Recognition to your documents
 - **Separate sub-trade PDFs** - Create a separate PDF for each sub-trade or plan review item; see reverse.
 - **Supporting documents** - Calculations, reports, etc. must be separated from the plan sheets in a separate file(s). See reverse.
 - **Drawings** - All layer of information and comments must be removed and flattened into a single layer.
2. **Unsecured setting** - Choose “unsecured” on your security settings for plan reviewers’ mark-ups.
3. **Landscape and upright orientation** - All drawings must uniformly use landscape and upright orientation where the top of the pages are at the top of the monitor. All supplemental information must be oriented upright in either portrait or landscape orientation.
4. **4x4-inch stamp space on Cover Sheet** - Provide a 4” x 4” clear space on cover sheet for jurisdiction approval stamps.
5. **2x2-inch stamp space on each drawing sheet** - Provide a 2” x 2” clear space for jurisdiction approval stamp on the lower right quadrant in the same location of the title block.
6. **Scale, legibility and color** - Plans shall be drawn to scale, fully dimensioned, and legible. Do not use color to differentiate items on the plans; instead use symbols, hatches, line-type, and line-weights to relay information. Include a legend that defines all symbols. Plans shall be legible when set to print in grayscale.
7. **Indexed Pages** - Index/bookmark and label the pages within the PDF. The index and page labels should note the sheet number as well as the title/description of each sheet. See the example on reverse.

SHEET INDEX/BOOKMARKS



FILE NAMING CONVENTIONS

Use these conventions for naming all files. Use UPPERCASE and hyphens (not spaces) in the name: **C#-[DISCIPLINE].PDF**
For a revision (change to the scope of work): **R#C#-[DISCIPLINE].PDF**

C# - This is the submission cycle number where **C1** = first submittal; **C2** = second submittal; each subsequent resubmittal becomes **C3**, **C4**, **C5** etc.

R# - This is the revision number where **R1** = first revision to scope of work of the project. This is used in conjunction with the cycle submission where **R1C1** = first revision to scope, first submittal; **R1C2** = first revision to scope, second submittal; each subsequent resubmittal for the same revision to scope becomes **R1C3**, **R1C4**, **R1C5**. If there is more than one revision to scope, then the naming convention would become **R2C1** = second revision to scope, first submittal, and continues **R2C2**, **R2C3**, **R2C4** for subsequent resubmittals for same revision to scope.

DISCIPLINE - This is the abbreviation for trade plans or area of review as applicable to your project:

PLAN = Architectural, structural, electrical, plumbing, mechanical

DS = Building Permit Data Sheet

ARBOR = Arborist Report

CALCS = Structural calculations

SOILS = Soils Report

BLDG MISC = Building Division (Green Building, Title 24, alternate material, project material, special inspection)

PLNG MISC = Planning Division (grant deed, EMF, Request letter for exemption)

PW MISC = Public Works (drainage report, haul route letter, address assignment)

Here are examples of file name formats:

C1-PLAN.PDF = First Submittal, architectural, structural, electrical and plumbing plans.

C1-CALCS.PDF = First submittal, structural calculations.

C2-BLDG MISC.PDF = Second submittal, Green Building, Title 24 report.

R1C1-PLAN.PDF = First revision of scope, first submittal, architectural plans.

R2C2-PLAN.PDF = Second revision of scope, second submittal, architectural plans.