ELECTRONIC PLAN SUBMITTAL GUIDE

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For projects to be successfully submitted and processed in the Citizen Portal Access and reviewed electronically, please follow the plan review document format requirements listed below. An electronic plan review will not begin until the submittal meets these requirements, and the documents that do not comply with the requirements will be returned to the applicants which will result in delays.

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). For Planning Department applications, architectural plans, civil plans, and landscape plans must be submitted as separate files.

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 try to minimize the number of files as much as possible. When applicable, separate Architectural/Structural, Mechanical/Electrical/Plumbing, Civil and Landscape sheets into multiple 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:**
   - Plans shall be legible, drawn to scale and of a consistent size.
   - All pages shall be landscape oriented and must be upright. Maintain a uniform page position for all files.
   - Files shall be flattened PDFs. **Files cannot be password protected or encrypted/locked.**
   - Add a unique sheet number at the bottom right corner of all plan sheets.
   - Plans shall be bookmarked (See item #5 Plan Sheet Naming Convention for details).
     - **Bookmarking shall be done within the PDF document prior to uploading the file on the Portal.**
   - Set a space on the Cover Sheet for jurisdiction approval stamps.
   - In the title block, set a space for jurisdiction approval stamps on all drawing sheets.

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	General Notes	→	S1.0 General Notes

6. **File Naming Convention:**
   Plan sets: Name each plan set "Project P#" + "Plans" with an underscore "_" and a brief description. (eg., PDEV25-012345 Plans_Set 1 of 2, Plans_All).
   - Building = B26-01234 Plans_Set 1 of 2, or B26-01234 Plans_All
   - Engineering = EI26-0123 Plans_Set 1 of 2, EI26-0123 Plans_All
   - Fire = FC-26-1234 Plans_Set 1 of 2, or FC-26-1234 Plans_All
   - Planning = PDEV26-012 Plans_Set 1 of 2, PDEV26-012 Plans_All

   Documents: Name each supporting document "Project P#" + "Doc" with an underscore "_" and a brief description. (eg., B26-01234 Doc_Specifications, Doc_Structural Calcs)
   - Building = B26-01234 Doc_Specifications, or B26-01234 Doc_Structural Calcs
   - Engineering = EI26-0123 Doc_Specifications, or EI26-0123 Doc_Cost Estimates
   - Fire = FC-26-1234 Doc_Specifications, or FC-26-1234 Doc_Reports
   - Planning = PDEV26-012 Doc_Photos, or PDEV26-012 Doc_Application Form

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