



## **ELECTRONIC SUBMITTAL REQUIREMENTS**

The Building Inspection Division now prefers to accept plans electronically in order to reduce waste, improve customer satisfaction, and facilitate concurrent reviews among all of our reviewers. Please follow these guidelines to help us process your permit in a timely manner.

1. Plans, calculations, and supplemental sheets should be contained in separate files.
2. All files must be **flattened** and optimized PDF format no more than 195 MB in size. PDF files with layers are not accepted. PDF files with comments are not accepted. PDF files that are locked cannot be reviewed.
3. The maximum page size is 36 inches. Our review software will not open any documents that contain a page larger than 36 inches in either dimension.
4. Plans may not contain embedded pages. Where a page is embedded in your drafting program (e.g. energy documents, zoning variances), please condense, flatten, or otherwise incorporate these pages **before** your files are exported to PDF. If embedded pages are improperly incorporated, our system will be unable to render them and your file will be returned to you.
5. All sheets within each file must be oriented upright. We have no means to rotate your pages after they are uploaded.
6. Consistently formatted, sequential bookmarks are encouraged. Ideally, a bookmark consists of the sheet number and a short description (e.g. G1.0 General Notes)
7. Files must use the correct naming convention. Please see the guidelines below.
8. Vector-based PDF files are preferred to raster-based PDF files or scanned PDF files.
9. Clearly identify all scales on the plans. Where scales differ between details, please clearly note the scales below each detail or provide measurements on each object.
10. Each file submittal must contain the most current version of the **entire document**. You may not submit individual sheets to be "slip-sheeted" into the original file.
11. When resubmitting, **do not reorder, extract, or insert pages in the middle of your corrected plan sets.** If new pages are required, they must be at the end of the plan set. If pages need to be removed, leave a blank page in that spot or cross out the sheet and note "omit." Resubmitting plans with the pages in the original order ensures that the plan checkers' review comments, sketches, and/or stamps are properly carried forward to the newer submittal/version by the review software. If necessary, we can reorder your files at the end of the review process.

## **PROPER NAMING CONVENTION**

1. **Plans must include the word "Plans" as the first part of the file name.** Any additional identifiers you chose to include are at your own discretion. It is not necessary to include an address, lot number, description, or date in your file name because you will be uploading documents directly to your permit, not to a general server location. Example file names include "Plans.pdf", "Plans2017-05-18.pdf", "Plans1stSubmittal.pdf" or any other format of your choice.
2. **Plans may not be broken up by discipline.** Just as we require paper plans to be securely bound, electronic plans should all be contained within one file.
3. **All sheets of plans should be the same size.** Do not simply combine multiple pdf files into one file without giving consideration to page size. Please review page size limitations above.
4. Corrections to plan sets may similarly be named at your discretion but must include the word "Plans" as the first part of the file name. It is acceptable to resubmit files of the exact same file name because the review software will automatically track versioning. For more information about resubmitting plans, calculations, and/or supplemental documents, please see the "[How to Resubmit](#)" guide on our website.
5. Calculations must include the word "Calculation" or "Calc" as the first part of the file name. You may break up calculations if that is more convenient for you (e.g. "Calc\_MetalBuilding.pdf" and "Calc\_Foundation.pdf"). When resubmitting calculations, please include a date or a revision number in the filename.
6. All other information (e.g. cut sheets, CalGreen forms, Landscaping Forms, etc.) should be located in one or more Supplemental files. Supplemental filenames must begin with the word "Supplement" or "Supp." Examples of appropriate supplemental filenames are "Supp.pdf", "Supp\_Landscaping.pdf", "SupplementalSheets.pdf" or any other format of your choice. When resubmitting supplemental files, please include a date or revision number in the filename.