

ELECTRONIC SUBMITTAL RECOMMENDATIONS FOR PERMITTING (PLAN CHECK)

Please use the following instructions to prepare your documents for electronic plan submittal. Note that *plan review files* (“plans”) have different submittal recommendations than supporting documents.

A. PREPARING PLAN REVIEW FILES (“PLANS”) FOR SUBMITTAL

1. **File Drawing Style:** Plans should be plotted/drawn using a black and white plot style. Colored pens are not encouraged because plan review markups will be drawn using colored sketches (and reduces the file size).
2. **File Scale:** Plans must be drawn and saved “To Scale” to ensure proper measuring of lines and areas electronically. Include a scale on each sheet or include the measurements for each object.
3. **File Type:** Files intended for plan review must be saved in PDF 1.4 format or greater.
4. **File Sizes:** The maximum upload size is 300 MB at a time.
5. **File Orientation:** All pages must be properly oriented, meaning upright, not sideways or upside down, so that the document can be viewed without rotation. Failure to submit correctly oriented plans may result in a ‘Hold’ being placed on a submittal, which will delay plan review.
6. **File Content:** Files should be *flattened and/or optimized* PDFs.
 - o Either flatten drawing layers when creating PDFs from CAD, or flatten them after-the-fact by using the “Save As/Flattened” or “Optimize PDF” option within a PDF editor. (Adobe Pro is recommended.)
 - o After saving files to PDF format, view them in Adobe to ensure that no **comments, stamps,** or other ‘editable content’ appear in the ‘Comment’ panel of your PDF tool. Files with editable content will be rejected.
 - o Do not submit files that Adobe reports as damaged or that Adobe cannot open.
7. **File Encryption:** Do not submit password protected or encrypted (locked) documents, they will be rejected.
8. **File Scanning:** Scanned files are acceptable but must meet all other submittal requirements listed above. When scanning, be sure to properly align page edges on scanning bed so the pages are not skewed.
9. **Preparing File Sets:** Plans sheets shall be in the order of as shown on the index.
10. **File Naming:** Name each PDF using the appropriate filename prefix from the table below, followed by an underscore character (_) and a description. For example: ELEC_Wiring Diagrams.pdf
11. **File Naming:** Filenames should not exceed 140 characters in length. Do not include the pound (#), plus (+) or ampersand (&) characters in the filename.

Label	Filename Prefix
Building	BLDG
Grading	GRDG
Electrical	ELEC
Mechanical	MECH
Plumbing	PLMB
Public Works	PW
Lot Merger / Lot Line Adjustment	LLA
Final Map	FM

B. PREPARING SUPPORTING DOCUMENT FILES (“ATTACHMENTS”)

Supporting documents (“attachments”) include application documents, calculations, soils reports, etc. in any format. Attachment files do not require special naming, except as noted below.

1. **File Types:** PDF, XLS, DOC, TXT, JPG, etc.
2. **File Sizes:** The maximum upload size is 300 MB at a time.
3. **File Orientation:** All pages must be properly oriented, meaning *upright, not sideways or upside down*, so that the document can be viewed without rotation.
4. **File Content:** Do not submit PDFs that Adobe reports as damaged or that Adobe cannot open.
5. **File Encryption:** Do not submit password protected or encrypted (locked) documents.
6. **File Scanning:** Scanned files are acceptable but must meet all other submittal requirements. When scanning, be sure to properly align page edges on scanning bed.
7. **File Naming:** Provide a unique descriptive filename, *not to exceed 140 characters* in length. Do not use the file name prefixes (these are for plan files only), nor pound (#), plus (+) or ampersand (&) characters in the filename.

C. SUBMITTING CORRECTED PLANS AND REVISIONS

Revised files are typically one of two types: (A) *required resubmittals*, or (B) *revisions* to previously approved documents.

Each has different file naming recommendations, as noted below.

- **For required resubmittals:** Use the EXACT same filename as the original submittal cycle. Do not modify the filename when submitting a new ‘version’ of your plans or supporting documents – the system will manage versioning automatically. See the chart below.

Cycle	Filename	Pages
1 st Submittal	BLDG_Tenant Improvement.pdf	10
2 nd Submittal	BLDG_Tenant Improvement.pdf	10
3 rd Submittal	BLDG_Tenant Improvement.pdf	10

If you have been asked to resubmit corrected plans, do not reorder, extract or insert pages in the middle of your corrected plan sets.

- Place **new pages at the end** of the corrected plan set document.
- Do not insert new pages in the middle or beginning of the document.
- Do not reorder pages within the document.
- When removing a page, replace it with a blank page and indicate that the page was ‘deleted’ or moved.
- Rearranging, extracting or inserting pages out of order will result in delays for completing your plan review.

Why is page order important?

Resubmitting plans with the pages in the original order ensures that the plan review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate, expedited document reviews.

- ***For revisions to previously approved documents:*** Provide a revised file name instead of reusing the original filename. If resubmittals are required for revisions, continue to use this revised file name for subsequent resubmittal cycles. See the chart below.

Cycle	Filename	Pages
3 rd Submittal	BLDG_Tenant Improvement.pdf	3
1 st Revision	BLDG_Tenant Improvement REV.pdf	3
2 nd Revision	BLDG_Tenant Improvement REV.pdf	3