PREPARING YOUR DIGITAL PLANS AND DOCUMENTS

A Quality Submittal will Result in an Accurate and Timely Review Process

The following guidelines are established to provide uniformity in applicant submittals for the ePlan review process.

Applicants must provide a Sheet Index showing the Drawing Number & Sheet Name. The file names & the Index must match.
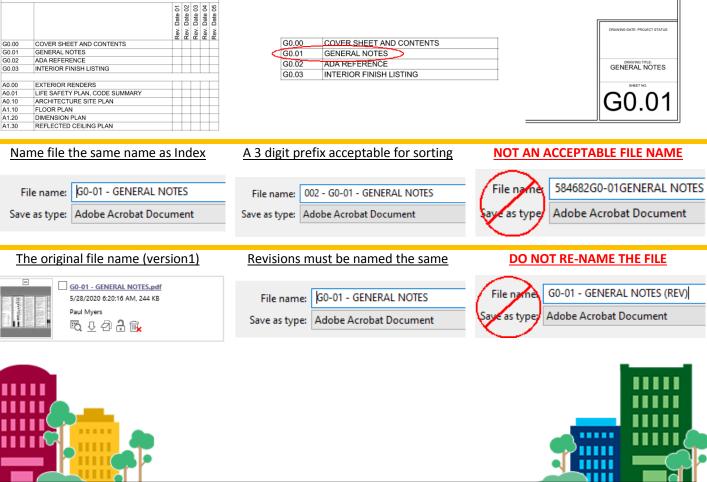
DRAWING STANDARDS

Site Plan Review - sheet size:	24x36
Building Permits - sheet size:	11x17 (minimum) and all standards sizes
City Approval Stamp:	Top right corner – leave 3" x 3" white space
Drawing File Types:	Single files in DWG, PDF, DWF, DNG (PDF preferred)
Naming Convention:	Consistent with Naming Standards below

1. Naming Standards for Individual Drawings

Project must include a Sheet Index   *The Sheet Index must match each Drawing Title & Sheet No.*

Name file the same name as Index   A 3 digit prefix acceptable for sorting   **NOT AN ACCEPTABLE FILE NAME**

The original file name (version1)   Revisions must be named the same   **DO NOT RE-NAME THE FILE**

2. **Documents** should be uploaded as multiple-page files and must be named consistent with the document type.

   Example: Energy Forms or Truss Drawings - Upload your documents into the Documents Folder in your project.

3. **Length of File Names** – *ProjectDox* will allow up to 70 characters in the file name. It is recommended to limit file names to 40 characters, abbreviations are acceptable.

4. **Do Not Use** underscores, dates, special characters, commas, or other punctuation in the file name. The use of a single space character, a period, or a hyphen is acceptable. Using a double space or a space at the end of the file name creates problems and should be avoided.

Acceptable Example:	001 - D.000 – Demo **or** D.000 – Demo Plan
Unacceptable Example:	Scan10254986214_001
Cryptic Example:	20191225_a150.4ss (rev) 3jan20

   Note: Cryptic files names are confusing and delay the review process.

SEE PAGE 12 FOR DESIGN PROFESSIONAL REQUIREMENTS FOR DIGITALLY SIGNING PLANS

BATCH STAMP – PLEASE RESERVE THIS AREA FOR CITY APPROVAL STAMPS

Project plans must include a 3x3" white space at the top-right of all plans that will be reserved for a batch stamp to be placed upon approval. Optional locations may be acceptable – Please check with City Staff.