

Electronic Plan Review Document Preparation

Use the following instructions to prepare your documents for electronic plan check submittal.

PLEASE NOTE: Submittals and resubmittals may be rejected if document preparation instructions are not followed. Paper plans scanned to PDF are acceptable, but should be clearly legible and follow the same rules noted below. Failure to submit clear and concise plans could result in delayed plan check completion.

Plan Submittal Instructions:

1. All PDF files submitted must be under 100 Mb in size.
2. Paper size should not exceed 36x48 inches.
3. Pages must be submitted in left to right orientation.
4. Resolution should not exceed 200 DPI.

Creating the proper PDF:

- Each plan or plan set must be saved as a flattened optimized PDF. Flatten the drawing layers in your CAD program prior to creating the PDF, or use the “Save As/Flattened” and/or optimized PDF option available in your PDF application.
- Saving PDF's with consistently sequential bookmarks is encouraged. If multiple PDF's are merged, verify that bookmarks are consistent. Ideally a bookmark consists of the sheet number and a short description

Naming Plan Sets – Initial Set:

1. Address or Business Name
2. Description of plan type

Example: 22400 Headquarters Drive_ Tenant Improvement

Example: 12345 Main Street Smith Residence_ Residential Sprinkler

Example: Starbucks Store #1234_ Fire Alarm

Lack of proper description in submitted plans could result in time delay in plan review.

Naming Supplemental Documents:

Supplemental documents or attachments consist of any files that are not CAD plans. These may include equipment specifications, hydraulic calculations, images, etc. These must also be submitted in PDF format with a unique, descriptive filename.

Example: 22400 Headquarters Drive_ Hydraulic Calculations

Example: 12345 Main Street Smith Residence_ Equipment Cut Sheets

Submitting Revisions/Corrected/Updated Documents:

Example: 22400 Headquarters Drive_ Tenant Improvement_REVISED

Example: 12345 Main Street Smith Residence_ Residential Sprinkler_REVISED

Example: Starbucks Store #1234_ Fire Alarm_REVISED

NOTE: Revised/corrected plans must “line up” with the original submittal to facilitate comparing versions electronically.