ELECTRONIC SUBMITTAL REQUIREMENTS FOR PERMITTING

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). DO NOT use red ink, if red ink is used, it will automatically be rejected.

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 400 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 *'Pending Required Documents'* status 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.
   o Use a standard font (e.g. Arial, Courier, Helvetica) with continuous, filled-in bold characters. Avoid italics, stencil or handwriting-like fonts.

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. Scanning files can cause page sizes to vary, make sure that all page sizes are uniform before submitting the file.

9. **Preparing File Sets:** Grouping and submitting plans in logical sub-sets, such as separating plans by discipline, is strongly encouraged because plans are typically distributed to reviewers by discipline.

10. **File Naming:** Name each PDF using the appropriate filename prefix from the table below, followed by an underscore character (_) and a description. *example: ComCheck_1819FARNAMSTPLAN.pdf*

11. **File Naming:** Filenames should be the Address followed by the word PLAN, all caps and no spaces. Do not include the pound (#), plus (+), period (.), or ampersand (&) characters in the filename. Examples show below. The same concept applies to other files as well.

File	File Name
Main Plan Set	1819FARNAMSTPLAN
ComCheck	ComCheck_1819FARNAMSTPLAN
ResCheck	ResCheck_1819FARNAMSTPLAN
Structural Calculations	StructuralCalculations_1819FARNAMSTPLAN
Surveyor Certificate	SurveyorCertificate_1819FARNAMSTPLAN

B. SUBMITTING CORRECTED PLANS AND REVISIONS

Revised files are typically one of two types: (A) *resubmittals placed on 'Pending Required Documents'*, or (B) *revisions* to documents that were previously put on hold.

Each has different file naming recommendations, as noted below.

A. *For resubmittals placed on 'Pending Required Documents':* 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
1st Submittal	1819FARNAMSTPLAN.pdf	10
2nd Submittal	1819FARNAMSTPLAN.pdf	10
3rd Submittal	1819FARNAMSTPLAN.pdf	10

B. *For revisions to documents that were previously put on hold:* **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
3rd Submittal	1819FARNAMSTPLAN.pdf	3
1st Revision	1819FARNAMSTPLAN_REVISED.pdf	3
2nd Revision	1819FARNAMSTPLAN_REVISED2nd.pdf	3

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** use the document that was sent out with stamps on it.
- **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 that states *'DELETED SHEET'* across it.
- 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 underlined 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.