



Community Development Department

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Building Division

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Electronic File Preparation Standards

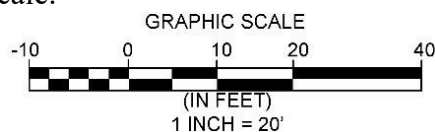
INTRODUCTION

This document includes City of Petaluma file preparation standards for electronic drawings and documents submitted as part of a building permit application. These file preparation standards are designed to ensure consistency at the application stage and consistency in the City's long-term document retention system. If your documents do not follow these preparation standards, your application may be returned, and/or the review delayed.

REQUIREMENTS FOR PREPARING CONSTRUCTION DOCUMENTS

Please follow these general requirements to prepare your building permit construction documents for review. The City utilizes Bluebeam for PDF reviewing and markup. See this handout for additional information: [Construction Drawings General Information](#).

1. ALL documents should be submitted in PDF format.
2. All drawing sheets must be consolidated into one plan set.
3. Each sheet needs to include the project name and address in a Title Block.
4. Scanned plans must be legible and to scale to be reviewed.
5. Construction plan sets must include one or more sheets with Energy Certificates of Compliance and CalGreen Compliance Checklist as applicable.
6. Each plan sheet should be titled to clearly identify the content of the page.
 - a. *Example:* Sheet A1.0 Architectural Site plan
7. Files must be unlocked or unprotected so that corrections and markups may be made by reviewers.
8. TrueType fonts are required for plan sets/drawings. Bluebeam cannot always recognize pixilated fonts, which may cause errors. Recommended fonts include Ariel, Times New Roman, Courier, and Helvetica.
9. Construction plans are to be identified and labeled by discipline (e.g. architectural, structural, etc.)
10. All sheets shall be and oriented correctly so that the top of the sheet corresponds with the top of the computer monitor.
11. All sheets must be drawn to a scale and include a graphic scale that will allow staff to calibrate the Bluebeam software measuring tool.
12. Drawings must be scaled and include an accurate graphic scale.
 - a. *Example of Graphic Scale:*



Supporting Documents: Geotechnical or Structural Reports.

- Supporting documents and reports are typically 8.5 x 11 inches.
- Specifications must be referenced in the construction plans.
- Figures within documents shall be a maximum size of 11 x 17 inches, unless part of a separate appendix.
- **Reports, calculations, specifications, and other supporting documents must be submitted as separate pdf from the construction drawings. See file naming requirements.**

Drawing Standards

- **4 x 4 inches space shall be left blank in the bottom right-hand corner of the each construction plan sheet for the Petaluma to insert an approval stamp.**
- Drawings must be submitted in PDF format capable of being marked up.
- **Construction plan grouping: Provide multiple-sheet PDF (single file with multiple sheets)**
- All text shall be legible and contain no font smaller than 10 point or equivalent.
- All construction plans are required to utilize standard size plan sheets of 11 x 17, 18 x 24, 24 x 36, or 30 x 42 (with approval).
- Drawings cannot state “Not for Construction.”
- All documents are required to be flattened and full-size, one-to-one format. No multiple layers. Layers must be merged or flattened.
- Zip files are not accepted.
- Format: Vector preferred.
- Resolution: Minimum 300 pixels per inch (PPI)

File naming Requirements

When submitting your documents please use the following naming convention:

Address (or parcel number, or permit number, if known) + document type + version number

Example: BLDR-2021-00XX Plans Ver 1

Example: 11 English St Complete Construction Plans Ver 1

Resubmittals would be named:

Example: BLDR-2021-00XX Plans Ver 2

Example: 11 English St Complete Construction Plans Ver 2

Files must be named by document type to concisely describe the contents of the file document. Applications with files not named consistent with listed types below may be returned:

Please use the following table for document type naming conventions:

Type	Description	Use in file name
Construction Drawings	Complete project plan set including architectural, civil, structural, electrical, mechanical, and plumbing.	Plans
Civil Drawings	Civil Engineering plan for Grading, Hydrology, and SWPP	Civil
Energy Forms	Energy Calculations, CalGreen Checklist, other related forms	Energy <u>or</u> CalGreen
Supplementals	Includes cut sheets, special inspection letters, etc.)	Supp
Geotechnical	Soil and Geotechnical Reports	Geotech
Structural Calculations	Structural reports, evaluations, and calculations.	Calcs <u>or</u> Report
Equipment Plans	Refrigeration, kitchen, process, and production equipment specifications and installation plans.	Process <u>or</u> Equipment