

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 100MB in size.

ELECTRONIC SUBMITTAL REQUIREMENTS FOR BUILDING PERMITS

1. All plans shall be submitted as PDF documents created with a program that meets ISO (International Organization for Standardization) 32000 standards for PDF creation. **Scanned plan sheets will not be accepted.**
2. PDF documents shall include vector content and TrueType fonts.
3. File names shall include the project address, be descriptive in content, and submitted in the following format (i.e., Architectural Plans – 123 Main St.pdf).
4. File names cannot use any of these disallowed characters: () # % & { } \ < > * ? / \$! ' " : @ + ` | =
5. All plans must be oriented as they are intended to be viewed (i.e. Landscape View, Portrait View).
6. The maximum allowable sheet size is **24” x 36” for single family/duplex plans and 30” x 42” for commercial plans.** Larger sheets will only be accepted upon approval of the Building Division Supervisor.
7. The scale of the drawings shall be stored and embedded in each sheet of the plan set. Plans must be drawn to a standard scale to allow for plotting.
8. **All content shall be flattened to remove layering or comments/mark-ups.**
9. Thumbnails for all plan sheets must be labeled to clearly identify the sheet number and the content of the sheet. Example: A1.0 Title Sheet
10. **Architectural plan sets must be submitted as a single document; however, no single file may exceed 100 MB.** Very large plan sets may be submitted in sections sorted by discipline (i.e., architectural, structural, mechanical). **Zip files will not be accepted.**
11. Other drawings, such as civil engineering plan sets, surveys or plats must be submitted as separate documents.
12. **All files must be unlocked and unprotected.**
13. Submitted documents will be stamped at the conclusion of the review. The stamp will be placed in the upper right-hand corner of the document. **Any submittal document is to leave an area in the upper right hand corner blank for plan approval purposes.**
14. All other supplemental information such as Contractors Licenses may be combined into a single pdf.

SUBMITTING AN APPLICATION WITH MISSING DOCUMENTATION MAY RESULT IN DELAYED APPROVAL.