



PREPARING ELECTRONIC PLANS FOR PERMITS BY EMAIL

Criteria # 1 - **Digital Files**

- Provide one multi-page PDF plan file. Individual sheets shall not be submitted as plan files.
- 18 x 24 minimum sheet size, landscape orientation for all other projects (some minor projects may be on 11 x 17 sheets).
- File must be unsecured to allow our plan reviewers to apply redline comments and stamps where applicable.
- Drawings must be drawn to scale and scale indicated on plans.
- Drawings must be generated from drafting software directly as PDF files (photos of drawings are not acceptable).
- Scanned copies of hand drawn plans are accepted as a PDF file.
- Scanned copies of approved plans from sanitary and fire districts are accepted.
- When revised drawings are submitted after permit issuance all revised plans will need to be accompanied by scanned field drawings if the drawings were originally approved on a paper set.
- We will not accept plans as image files (.jpg, .jpeg, .tiff, .gif, .bmp, etc.)

Criteria # 2 – **Naming Your Files**

- Each file type shall be labeled clearly and concisely, using the format of **“Project Address_File Type”** (e.g. *1234 Main Street_Plans*). Some common types of files include:
 - Application
 - Architectural and Structural Plans
 - Energy Report
 - Soils Report
 - Specifications
 - Structural Calculations

Criteria # 3 – **Approved Stamp Location**

- Each plan page must have an empty column 3.5-inch wide x 6 inches tall on the right side of plan pages to allow for county stamps.

Criteria # 4 – **Stamps & Signatures**

- When required, plans must be digitally stamped and signed by the Registered Design Professional in responsible charge (i.e. architect, engineer, designer, etc.) and on any applicable documents (e.g. structural calculations).

Criteria # 5 – **Supporting Documents**

- All files must be in PDF format.

Criteria # 6 – **Resubmittals During Plan Check Process**

- Submit only the revised sheets when notified by the reviewer.