

New Submissions

- ❖ Single sheet submission. Each sheet in the plan set should be submitted as an individual document that conforms to the document naming standards specified below.
 - Supporting documents, such as spec books, do not need to conform to the naming standard.
- ❖ Each plan document should be submitted as a vector based PDF.
- ❖ Orientation of the drawings should be landscape.
- ❖ The Sheet Index should appear on the 1st sheet of the submission.
 - Sheet title and sheet number should match the Sheet Index.
- ❖ The following items should appear on each sheet of the submission:
 - North Arrow and Scale Bar
 - Design Firm Name and Seal
 - Project Name
 - File Name
 - Original date of the drawings
- ❖ All illustrations and text needs to be legible.
- ❖ All text submitted as a single sheet should be legible and oriented the same as the drawings.

Revised and Corrected Submissions

- ❖ Revision Date and Number should appear on all revised sheets.
- ❖ Only resubmit sheets that have been revised or corrected. If a sheet has not changed, do not resubmit it.
- ❖ Revisions should be submitted in the same scale as the original submission.

- ❖ Revisions should be “Clouded” in contrasting lines.
- ❖ If adding new sheets to the submission, refer to the document naming standards below.

Document Naming Standards

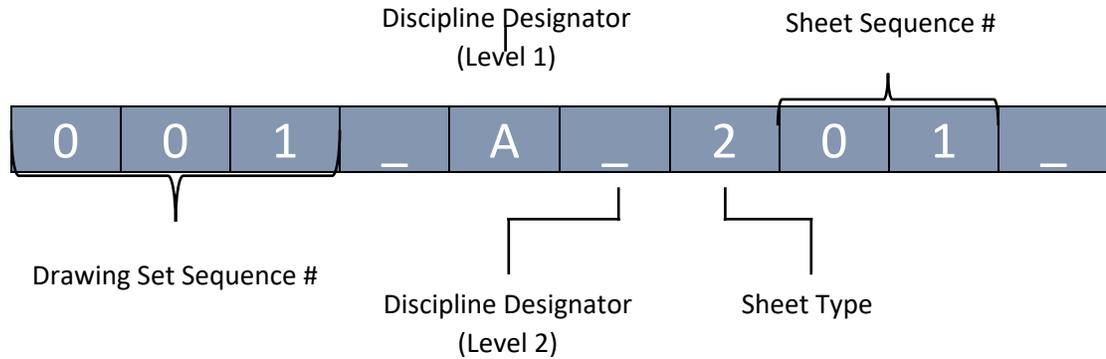
The document naming standard is a 10 character string that consists of 5 distinct parts:

1. **Drawing Set Sequence Number:** This is the document sequence for the entire submission, beginning with 001.
 2. **Discipline Designator (Level 1):** A single alphabetical character that denotes the category of the subject matter contained in the file (e.g. Civil, Architectural, etc.). See the “Discipline Designators” at the end of this document to determine which category is appropriate for each sheet.
 3. **Discipline Designator (Level 2) (user defined):** If the level of detail demands, a second alpha character could be used as a discipline designator.
Ex: To differentiate among multiple buildings on a campus.
Ex: Multiple features on a large civil works project.
If the level 2 designator is not necessary, use an underscore (_) as a place holder.
 4. **Sheet Type:** A single numerical character that identifies the nature of the sheet itself. Please refer the “Sheet Type Designators” at the end of this document to determine which sheet type is appropriate for each sheet. Also note, that this does preclude combining different type of drawings on the same sheet for smaller projects. In that case, use the sheet type that fits the best or the user defined sheet type.
 5. **Sheet Sequence Number:** A two-digit number that identifies each sheet within the same discipline and sheet type. Number begins with 01, followed by 02...through 99.
Ex. Six sheets of Elevations drawings should be numbered: 01, 02, 03, 04, 05, and 06.
- ❖ **User Defined Spaces:** The standard calls for 2 empty spaces between the drawing set sequence number and the level 1 discipline designator, and after the sheet sequence number. These spaces should be used only during resubmissions, specifically when adding new sheets to the plan set. Otherwise, use the underscore (_) to denote the empty space on the original submission as depicted in the example below.

Submission Standards

Building Permit Electronic Review

Example

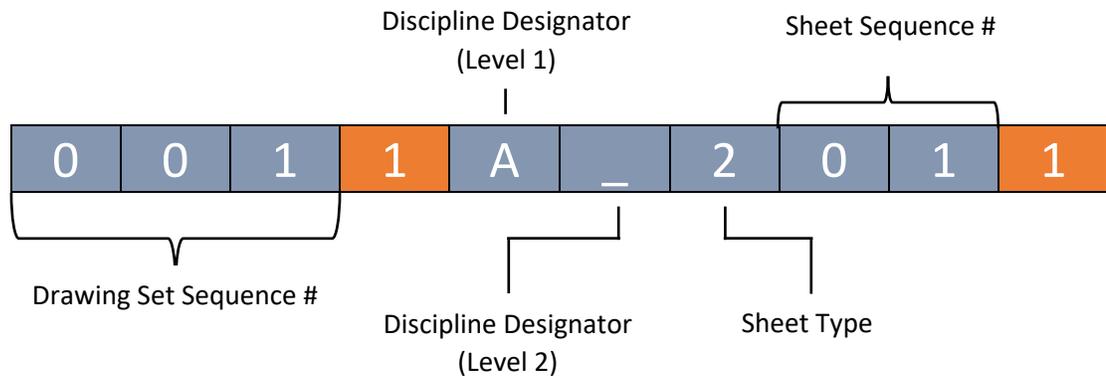


Adding Sheets to Resubmissions

When adding a new sheet to a drawing set during a resubmission, utilize the user defined spaces next to the drawing sequence and the sheet sequence numbers. For example, if adding a sheet between the drawing set 003 and 004, make the drawing set sequence number 0031. Similarly, append a number to the end of the sheet sequence number to indicate that the sheet is between the sheets included in the original submissions.

Sheet Addition Example

In this example we are adding a sheet between the 1st and 2nd sheets of the original submission. Highlighted are the user defined fields that should be used to indicate the relative position of the newly added sheets within the plan set.



Submission Standards Building Permit Electronic Review

Discipline Designators

Discipline Designators (Level 1)	
G	General
H	Hazardous Materials
V	Survey/Mapping
B	Geotechnical
C	Civil
L	Landscape
S	Structural
A	Architectural
I	Interiors
Q	Equipment
F	Fire Protection
P	Plumbing
D	Process
M	Mechanical
E	Electrical
W	Distributed Energy
T	Telecommunications
R	Resource
X	Other Disciplines
Z	Contractor/Shop Drawings
O	Operations

Sheet Type Designators

Sheet Type Designators	
0	General (symbols legend, notes, etc.)
1	Plans (horizontal views)
2	Elevations (vertical views)
3	Sections (sectional views, wall sections)
4	Large-scale Views (plans, elevations, stair sections, or sections that are not details)
5	Details
6	Schedules and Diagrams
7	User Defined (for types that do not fall in other categories, including typical detail sheets)
8	User Defined (for types that do not fall in other categories)
9	3D Representations (isometrics, perspectives, photographs)