

Electronic Review for Building Permits Submission Standards

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NEW SUBMISSIONS

Prior to Submission

- All illustrations and text need to be *legible*
- PDF must be *flattened*
- Orientation must be *Landscape*
- Sheet Index should appear on the first sheet (sheet title and sheet number should match index)
- The following items should appear on each sheet of the submission:
 - North Arrow and Scale Bar
 - Design Firm Name and Design Professional Seal
 - Project Name
 - File Name
 - Original date of drawings
- Review *Document File Naming* on page 3 - Failure to appropriately name files according to the standards will result in unnecessary delays

Submission Process

- Plan sets:
 - Up to 100 MB should be submitted as a *separate file*, using the Document File Naming instructions on Page 3.
 - Over 100 MB should be *divided into smaller files by sub-discipline*, multiple sheets in each discipline is permitted
- Supporting documents, such as spec books, should be submitted as separate files
- All files should be categorized as “Electronic Plans” when submitting through the permit portal

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CORRECTION SUBMISSIONS (RESPONSES TO CORRECTION LETTERS)

Prior to Submitting Corrections

- Responses to correction letters must include the **ENTIRE SET OF DRAWINGS**
- All corrections should be “clouded” in contrasting line
- A narrative is required that includes detailed changes and page numbers
- The narrative must be on a separate document
- Correction date and number should appear on all corrected sheets
- Corrected sets must be submitted with the same name as the original submission

PLAN REVISION SUBMISSIONS

Prior to Submitting Revised Plans

- Revised plans should include **ONLY THE REVISED PLAN SHEETS**
- All revisions should be “clouded” in contrasting line
- A narrative is required that includes detailed changes and page numbers
- The narrative must be on a separate document
- Revision date and number should appear on all revised sheets

DOCUMENT/FILE NAMING STANDARDS

Files can be named with any text or descriptor of the submitter’s choosing, so long as the leading indicator of the file name corresponds to the charts below:

For full plan sets, that **do not exceed 100 MB**, use the following leading indicator followed by a dash (“-”) to begin the file name

- Note: Do not include the civil drawings as part of the full plan set, instead include them as supporting documentation – as indicated below:

Full Plan Set Designator	
A-	Full/complete set of drawings
Example: A-123 Elm Street Renovation.pdf	

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DOCUMENT/FILE NAMING STANDARDS (CONTINUED)

For plan sets that **exceed 100 MB**, break the plan set into sub-disciplines outlined in the following table, and use the corresponding leading indicator followed by a dash (“-”) at the beginning of each file

Sub-Discipline Designators	
A -	Cover sheet/General
B -	Architectural
C -	Structural
D -	Mechanical
E -	Electrical
F -	Plumbing
Example: A-Acme Headquarters General.pdf B-Acme Headquarters Architectural.pdf E-Acme Headquarters Electrical.pdf D-Acme Headquarter Mechanical.pdf	

Supporting documents, such as spec books and ComChecks, should use letters L through Z as leading indicators, followed by a dash (“-”) to begin the file name of the upload.

Supporting Document Designators	
K -	Civil Drawings
L -	Response Letters/Bulletins
M -	ComCheck
N -	Statement of Special Inspections
O -	Product Specs
P -	Geotechnical Reports
Q -	Structural Calculations
R...Y -	Other documents necessary for review
Z -	Project Specifications
Example: Z-New Build Project Spec Book.pdf M-New Build Project ComCheck.pdf	

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FIRE SUPPRESSION AND FIRE ALARM SUBMISSION STANDARDS

Fire Suppression and Fire Alarm plan submittals should follow the same guidelines previously spelled out, but with the following changes for the document nomenclature:

Plan Designators for Fire Suppression	
A -	Drawing Set
B -	Hydraulic Calculations
C -	Additional documents for review: Manufacturer's information for sprinklers, valves, other components, Flow test, Pump information etc

Plan Designators for Fire Alarm	
A -	Drawing Set
B -	Battery Calculations
C -	Manufacturer's information for alarm panels, initiating/notification devices, etc.