

# Electronic Plan Review Document Preparation

Please use the following instructions to prepare your documents for electronic plan check. Note that the plan documents have different submittal recommendations than supporting documents.

**PLEASE NOTE: Submittals and resubmittals may be rejected if these document preparation instructions are not followed. Failing to not follow these directions could delay your plan review.**

## **FIRST 4 RULES FOR PLAN DOCUMENTS**

1. All PDF files submitted with one application must be under 100 Mb in size.
2. Paper size should not exceed 36x48 inches.
3. Pages must be submitted in left to right orientation.
4. Resolution should not exceed 200 DPI.

## **PREPARING FOR PLAN SUBMITTAL**

### **Creating PDFs**

Each plan or plan set must be saved as a flattened optimized PDF. Flatten the drawing layers in your CAD program prior to creating the PDF, or use the “Save As/Flattened” and/or optimized PDF option available in your PDF application.

Saving PDFs with consistently sequential bookmarks is encouraged. If multiple PDFs are merged, verify that bookmarks are consistent. Ideally a bookmark consists of the sheet number and a short description

### **Naming Plan Sets**

Please follow the example below when naming your plan sets:

Address	Submittal #	Description	Submitted Filenames
10200 Slater Ave	_1st	_FullSet	10200SlaterAve_1 <sup>st</sup> _FullSet.pdf
17110 Brookhurst	_1st	_Plumbing	17110Brookhurst_1 <sup>st</sup> _Plumbing.pdf

If you choose not to use the naming conventions above, please ensure that the filenames are as descriptive and unique as possible. This will assist plan review staff with distributing the documents.

## Naming Supplemental Documents

Supplemental documents or attachments consist of any files that are not CAD plans. These may include Soils Reports, Specifications, Calculations, images, etc. These must also be submitted in PDF format with a unique, descriptive filename.

## Submitting Revisions/Corrected/Updated Documents

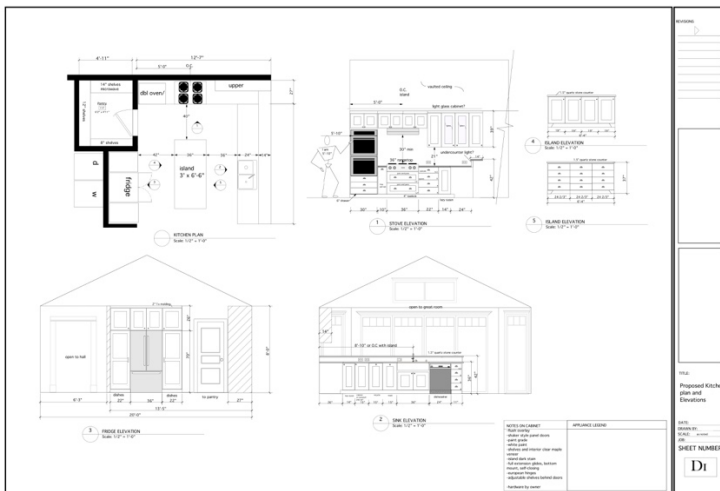
Revised files are typically one of two types; 1. Required resubmittals or; 2. Revisions to previously approved documents. Each has file naming recommendations, as noted below.

- a. For required resubmittals: Use the exact same filename as the original submittal with an update submittal number as shown in the example chart below.
- b. For revisions to previously approved documents: Provide a revised file description with the acronym "REV" in the name. If resubmittals are required, continue to use this revised file name for subsequent resubmittals. See the chart below.

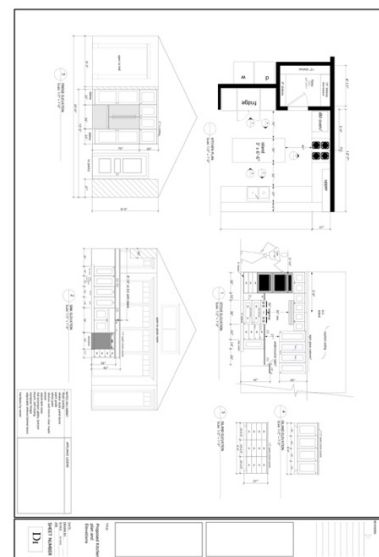
Address	Submittal #	Description	Submitted Filenames
10200 Slater Ave	_2 <sup>nd</sup>	_FullSet	10200SlaterAve_2 <sup>nd</sup> _FullSet.pdf
17110 Brookhurst	_3 <sup>rd</sup>	_Plumbing_REV	17110Brookhurst_3 <sup>rd</sup> _Plumbing.pdf

## Page Orientation and Alignment

1. Plan pages must be properly oriented. Pages must be upright, not sideways or upside down, so that they document can be viewed without rotation.



**CORRECT**



**NOT CORRECT**

2. Alignment: Plan drawings must be created in your CAD program so that drawing perimeters “line up” exactly when overlaid electronically. Revised/corrected plans must “line up” with the original submittal to facilitate comparing versions electronically.
3. Plans must be saved “to scale” to ensure proper measuring of lines and areas electronically. Include a scale on each sheet or include the measurements for each object.
4. Plans should be plotted/drawn using black and white plot style. Grayscale monochrome and colored pens are not acceptable.
5. Do not submit password protected or locked PDF documents. Plan reviews are conducted on copies of the original files provided and locked files will not be reviewed.
6. Paper plans scanned to PDF are acceptable but should be clearly legible and follow the same rules noted above.

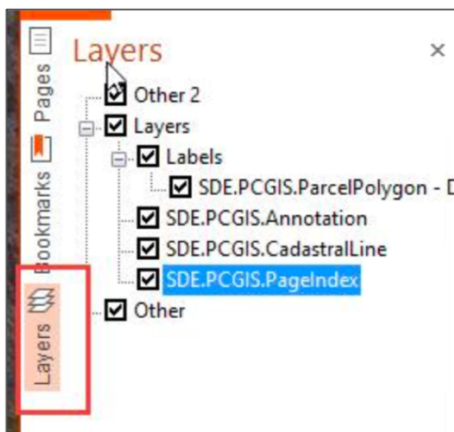
### Resolve Potential Issues Before Submitting

Electronic plan review software relies on correct (PDF/A compliant) information that is embedded in every PDF document (the metadata). For intellectual property and security reasons, plan review software does not and should not change incoming files. Here are some guidelines for resolving potential issues before you submit your plans.

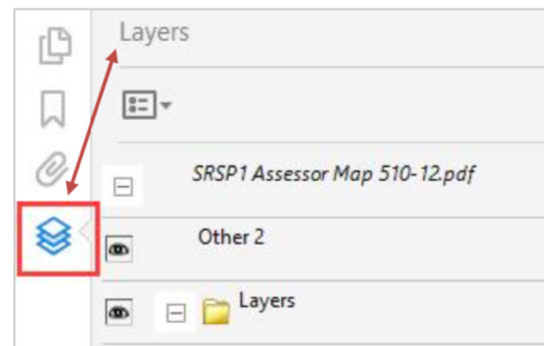
### How Can I Tell If My PDF Has “Layers” Or Other “Editable Content”?

Most PDF compliant software, like Adobe Reader, Adobe DC, Nitro, etc) display a Layers icon in their viewing window on the left when a document contains layers, as shown below.

The Layers icon is not displayed if the file contains no layers recognized by the PDF tool.



Nitro Pro PDF – with 'Layers'



Adobe Reader PDF – with 'Layers'