

## Electronic Plan Review Document Preparation

Please use the following instructions to prepare your documents for electronic plan check.

**Please note: Submittals and re-submittals may be rejected if these document preparation instructions are not followed. Not following these directions will delay your plan review.**

### PDF Paper Size and Submittal Requirements

1. Plans shall be drawn to scale, legible with no free hand sketching and available for 11"x17" printing. Paper size shall be 11"x17" for plan set and 8.5"x11" for structural calculation and other reports. **No other size is permitted.**
  - ❖ Residential Solar (PV) and Energy Storage System (ESS) System:
    - **A signed contract by the property owner shall be provided at the time of plan submittal.**
    - Equipment specifications shall be part of plan set and available for 11"x17" printing. Please include applicable pages only. Installation manual for railing, racking, or other kits shall **not** be included in the plan set unless requested by the City.
  - ❖ ICC-ESR / IAPMO / UL listed Residential Patio Covers:
    - Site plan can be in 8.5"x11" paper size; however, 11"x17" is preferred.
    - Site plan shall include design summary for header size, number of columns and spacing in between, concrete slab or footing, and footing size if applicable.
    - Provide applicable drawings with all general notes and design selection for patio layout, connections details, nailing tables, header size and column spacing tables etc. all highlighted for plan check. Drawings with no selected design shall **not** be included unless requested by the City.
  - ❖ Residential EV Charger: Site plan, electrical line diagram, and equipment specifications can be in 8.5"x11" paper size. However, 11"x17" is preferred.
2. **Response letter is required for resubmittals.** The letter shall be typed with a response to each plan check comment indicating method of resolution and the location within the plans or calculations.
3. Revision or changes made after a permit issued shall be clouded with an assigned delta ( $\Delta$ ). **Revision without clouds and delta ( $\Delta$ ) reflecting the changes will not be accepted.**

### Creating PDF's

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.

Do not submit password protected or locked PDF documents.

Plans should be plotted/drawn using black and white plot style. Grayscale monochrome and colored pens are not acceptable.

### Naming Plan Sets

Please follow the example below when name your plan sets:

<u>Address</u>	<u>Submittal #</u>	<u>Description</u>	<u>Submitted Filenames</u>
3830 Antonio Ave	_1st	_PlanSet	3830Antonio_1st_PlanSet.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 Specifications, Calculations, Response Letter, Images, etc. These must also be submitted in PDF format with a unique and descriptive filename.

### Submitting Revisions/Corrected/Updated Documents

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

- For required resubmittals:** Use the exact same filename as the original submittal with an update submittal number as shown in the example chart below.

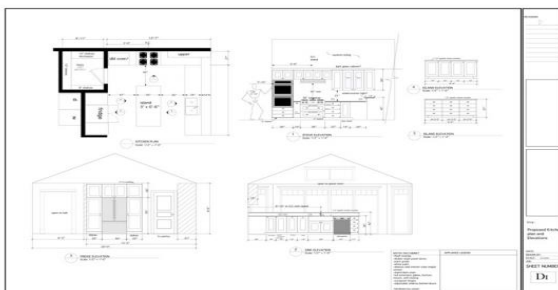
<u>Address</u>	<u>Submittal #</u>	<u>Description</u>	<u>Submitted Filenames</u>
3830 Antonio Ave	_2nd	_PlanSet	3830Antonio_2nd_PlanSet.pdf
3830 Antonio Ave	_3rd	_PlanSet	3830Antonio_3rd_PlanSet.pdf

- For revisions to previously issued permits:** Provide a revised file description with the acronym "REV" in the name with assigned number. If resubmittals are required, continue to use this revised file name for subsequent resubmittals. See the chart below.

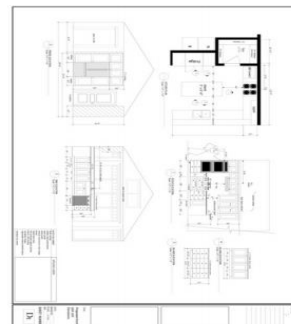
<u>Address</u>	<u>Submittal #</u>	<u>Description</u>	<u>Submitted Filenames</u>
3830 Antonio Ave	_1st	_PlanSet_REV 1	3830Antonio_1st_PlanSet_Rev 1.pdf
3830 Antonio Ave	_2nd	_PlanSet_REV 1	3830Antonio_2nd_PlanSet_Rev 1.pdf
3830 Antonio Ave	_1st	_PlanSet_REV 2	3830Antonio_1st_PlanSet_Rev 2.pdf
3830 Antonio Ave	_2nd	_PlanSet_REV 2	3830Antonio_2nd_PlanSet_Rev 2.pdf

### Page Orientation and Alignment

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



CORRECT



NOT CORRECT