



Requirements for Electronic Plans

Development Services Department
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Desk Hours • Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

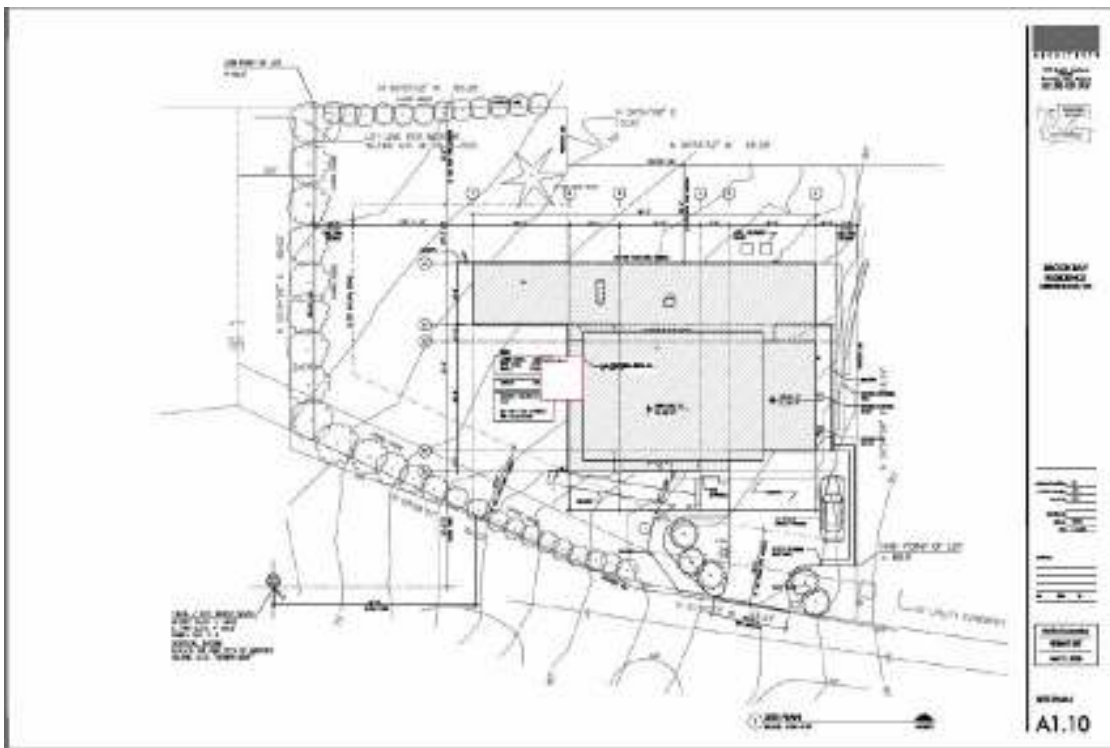
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Electronic Plan & Document Requirements

1. All digital document files must be MS-Windows compatible.
2. All digital documents **must be in Portable Document Format (PDF)**.
3. File size of digital documents should not exceed 250 MB.
4. Security settings must allow reviewers to mark up digital documents, create notes, and to insert/remove sheets.
5. PDF files created from CAD software must include imbedded fonts, which is a CAD software option. Failure to imbed fonts may render the PDF file unreadable.
6. PDF documents should be searchable (i.e. OCR'd after scanning).

Note: All electronic documents are subject to public disclosure laws.

Drawing Requirements for Electronic Submissions:



1. All sheets shall be oriented so the top of the page is at the top of the computer monitor and set to landscape orientation.

2. Pages must be Indexed/Bookmarked on every submission. Each sheet must be named in a way so the reviewer can quickly move from sheet to sheet (see example above).

3. All Building Plan sets should be fully dimensioned. This includes, but is not be limited to, framing.

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Font Type and Size:

All text shall be easily readable when set to print. Clarity must be equivalent or better than Arial, Gill Sans or Tahoma with a font size of 10pt.

Scanned Documents:

PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source and the document file size is greatly increased. PDF's created from an electronic source are highly preferred; however, documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Scanning should be done at a minimum of 150 dpi and a maximum of 300dpi to balance legibility and file size.