

ELECTRONIC DOCUMENT SUBMITTAL STANDARDS

- All documents must be in pdf format. Documents must be scanned or saved in pdf format – photographs of documents will not be accepted.
- Files must be unlocked or unprotected so that corrections may be made by reviewers.
- Zip files will not be accepted.
- Reports and other documents, including application forms, must be submitted as separate pdf files for each document type (e.g. calculations, specifications, reports, studies, etc.). All reports must be rotated so that the pages of the report are upright. Figures within report documents shall be a maximum size of 11" x 17", unless part of a separate appendix.
- Maximum Size of document allowed is 100 MB.
- Plan Sheet Size:
 - Smaller projects - 11" x 17"
 - Standard size 24" x 36" – Landscape View
 - Survey Drawings/Plats – 18" x 24"
- Unless restricted by maximum size limitations, drawings must be assembled into complete sets as a single document. Each plan sheet must be clearly bookmarked to identify the content of the page. *Example: Page A1.0 Architectural Site Plan.*
- Drawings may be saved in color; however, plans that include red ink will not be accepted.
- Properly formatted and compressed pdf files should not exceed 1 MB per sheet.
- Files must be named in accordance with the City's naming conventions as follows:
 - The naming format is **File ID-Document Name-Date of Submittal**
 - The File ID number will be included in the e-mail with your upload link
 - Each document must have a separate and distinct name that clearly identifies the contents.
 - The Date of Submittal is the day you upload and send your documents to the Permit Center.
 - Example: 22-100456-Permit Application-3-4-22