



ELECTRONIC PLAN SUBMITTAL REQUIREMENTS

SUBMITTAL REQUIREMENTS

ONLINE PORTAL

First time users, please set up an online account in Online Plan Submission Portal (OPS) to manage your project.

CITY FORMS

All City required forms must be completed in PDF format and submitted along with E-Plans via the OPS portal. Please visit our webpage and download the Submittal Checklist for your project type which will list all required forms for the submittal.

E-PLANS ("PLANS")

E-Plans should utilize the following format:

- **File Drawing Style:** Plans should be plotted/drawn using a black and white plot style. Colored pens are not encouraged because plan review markups will be drawn using colored sketches (and reduces the file size).
- **Paper Size:** Drawing size must be between 18 x 24 and 48 x 36 inches.
- **File Scale:** Plans must be drawn and saved "To Scale" to ensure proper measuring of lines and areas electronically. Include a graphic scale on each sheet or include the measurements for each object.
- **File Type:** Files intended for plan review must be saved in PDF 1.4 format or greater.
- **File Sizes:** The maximum file size is 400 MB at a time.
- **File Orientation:** All pages must be properly oriented, meaning upright, not sideways or upside down, so that the document can be viewed without rotation. Failure to submit correctly oriented plans may result in a 'Hold' being placed on a submittal, which will delay plan review.
- **File Page Numbering:** Page numbering must be positioned at the lower right hand corner of the sheet.
- **File Content:** Files should be flattened and/or optimized PDFs.
 - Either flatten drawing layers when creating PDFs from CAD; or
 - Flatten them after-the-fact by using the "Save As/Flattened" option; or
 - "Optimize PDF" option within a PDF editor (Adobe Pro is recommended).
 - After saving files to PDF format, view them in Adobe to ensure that no comments, stamps, or other 'editable content' appear in the 'Comment' panel of your PDF tool. Files with editable content will be rejected.
 - Do not submit files that Adobe reports as damaged or that Adobe cannot open.
- **File Encryption:** Do not submit password protected or encrypted (locked) documents, they will be rejected.
- **File Scanning:** Scanned files are acceptable, but must meet all other submittal requirements listed above. When scanning, be sure to properly align page edges on scanning bed so the pages are not skewed.
- **Preparing File Sets:** Grouping and submitting plans in logical sub-sets, such as separating plans by discipline, is mandatory because plans are typically distributed to reviewers by discipline.

- **File Naming:** Filenames should not exceed 140 characters in length. Do not include the pound (#), plus (+), or ampersand (&) characters in the filename. Name each PDF using the appropriate filename prefix from the table below, followed by an underscore (_) and a description.
 - Ex. ELEC_Wiring Diagrams.pdf

Label	File Name Prefix
Architectural (Including Electrical, Mechanical, Plumbing, Energy, Green, Structural, and Conditions of Approval)	ARCH
Civil	CIVL
Fire	FIRE
Landscape	LAND
Truss Calculations	TRUSS
Soils Report	SOIL
Structural Calculations	STRX
Energy Calculations	ENRG

SUPPORTING DOCUMENTS ("ATTACHMENTS")

Supporting documents ("attachments") include application documents, issuance application, etc.

- **File Types:** PDF
- **File Sizes:** The maximum upload size is 400 MB at a time.
- **Page Count:** Maximum 2,500 pages
- **File Orientation:** All pages must be properly oriented, meaning upright, not sideways or upside down, so that the document can be viewed without rotation.
- **File Content:** Do not submit PDFs that Adobe reports as damaged or that Adobe cannot open.
- **File Encryption:** Do not submit password protected or encrypted (locked) documents.
- **File Scanning:** Scanned files are acceptable but must meet all other submittal requirements. When scanning, be sure to properly align page edges on scanning bed.
- **File Naming:** Provide a unique descriptive filename, not to exceed 140 characters in length. Do not use the file name prefixes (these are for plan files only), nor pound (#), plus (+), or ampersand (&) characters in the filename.

ADVANCE PLAN CHECK FEE REQUEST

All application documents (ATTACHMENTS) and minimum one file (PLANS) must be uploaded for advance plan check fee request.

CORRECTIONS

When plan check corrections are ready, the project applicant registered in the OPS portal will receive an email that directs them to OPS portal where they can sign-in and download their plan check corrections. This will allow the applicant to receive their corrections and share them with others who may need to see them. Corrections may also include any additional reference documents from City staff.

RESUBMITTALS

- Resubmittals will be uploaded via the OPS portal.
- Resubmit ALL PLAN SHEETS. Please include all sheets previously submitted, amended if necessary, plus any new sheets required.
- For Uploading please be sure to press the "Upload New Version" link under "Action" to ensure that you're resubmitting the correct submittal and in the correct order.
- Use the EXACT same filename as the original submittal cycle. Do not modify the filename when

submitting a new 'version' of your plans or supporting documents - the system will manage versioning automatically.

- Do not reorder, extract, or insert pages in the middle of your corrected plan sets.
 - Place new pages at the end of the corrected plan set document.
 - Do not insert new pages in the middle or beginning of the document.
 - Do not reorder pages within the document.
 - When removing a page, replace it with a blank page and indicate that the page was 'deleted' or moved.
 - Rearranging, extracting, or inserting pages out of order will result in delays for completing your plan review.

REVISIONS/DEFERRED SUBMITTALS

- Revisions/Deferred Submittals are **modifications to existing permit(s)**.
 - Ex. Field Changes, Stair Submittals, Handrails, Guardrails, MEP revisions, Truss Calculations, etc.
- **Submit only the sheet(s) showing the proposed revisions.**
- E-Plan revisions should only contain two PDFs:
 - The first PDF (PLAN) should contain only the revised plan sheets. Sheets in PDF shall be the same size.
 - The second PDF (ATTACHMENT) should contain all related documents for the revision other than plan sheets.
- On first submittal of a revision, name the file with a short description of the revision and assign the next sequential number in the revision for the same project.
 - Ex. REV1-new windows.pdf
REV1-Spec sheet.pdf
- When you are resubmitting a revision that has corrections, continue to use the same file name for the subsequent resubmittal.
- Multiple revisions must be submitted on separate files, including submittals and resubmittals.

APPROVAL

The applicant or contractor will download the approved plans in PDF format after all approvals are complete. The applicant or contractor will be required to produce one or more full size sets of plans from the approved PDF file for inspection field use which shall be kept at the jobsite at all times.

The following permits will require additional print out for the City Inspector to keep:

- Single Family Master Plan, Multifamily, New Commercial Building, Commercial Addition (or as requested by the Inspector) - One (1) half size set to be given to the City Inspector prior to construction commencement.