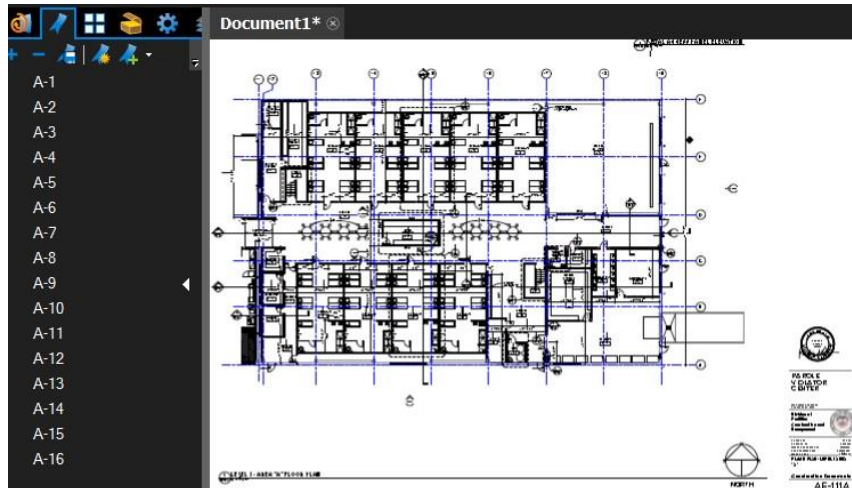




DIGITAL PLAN GUIDELINES

Plans and Document Formats:

- **ELECTRONIC PLAN & APPLICATION REQUIREMENTS:**
 - All digital files shall be MS-Windows compatible.
 - All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 9.0 or earlier.
 - Security settings shall allow reviewers to markup digital documents, create notes, and insert/remove sheets.
- **DRAWING REQUIREMENTS FOR ELECTRONIC SUBMISSIONS:**
 - All sheets are combined into one of the following:
 - Multiple packages by discipline (e.g. architectural, structural, etc.) or
 - One complete package
 - All sheets shall be **oriented, so the top of the page is always at the top of the computer monitor** and set to landscape.
 - **Pages shall be Indexed/Bookmarked on every submission.** The index should note the sheet number as well as the title/description of each sheet (see example below).



- The title block of **each sheet shall include a 3" x 3" space** for the placement of the City's acceptance stamps. This space must be provided at the **same location on each plan sheet.**
- Building plans shall be fully dimensioned. This shall include, but not be limited to, framing plans.
- 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.
- PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents that are only available in a paper format should be scanned at a resolution that ensures the pages are legible on both a computer screen and when printed. It is recommended that scanning be done at a minimum of 150dpi and a maximum of 300dpi to balance legibility and filesize.
- After PDF documents have been compiled, please compress the file to reduce the file size. This will help by taking less time to upload the document to the City system and will also require less storage.