



## **ELECTRONIC PLAN SUBMITTAL REQUIREMENTS**

All digital files must comply with the following requirements. Any deviation from the requirements contained in these instructions may result in a delay in the processing of your submittal.

### **FILE FORMAT**

All digital documents shall be in Portable Document Format (.pdf).

PDF Portfolios should not be used as part of your submittal project.

Plans shall be first generation vector-based PDF's that have been directly converted from the computer aided drafting (CAD) application in which they were created. Scanned plans will not be accepted unless the plan sheet was hand drawn.

All layers must be flattened.

All comments must be flattened.

### **FILE SIZE**

There is no maximum file size.

### **SECURITY**

Document security settings must allow staff to mark up the PDF file and create comments. No electronic signatures should be used on forms or drawings as electronic signatures restrict security settings. Licensed professional stamps should be digital stamps produced through Annotations or Drawing Markup tools.

### **SCALE**

PDF exhibits must be generated at a prescribed engineer or architect scale for staff to verify dimensions and areas within the file.

### **BOOKMARKS**

All individual plan sheets shall be contained within one single PDF file. Each sheet shall be bookmarked for easy reference during plan check and intake. The bookmark titles should include the sheet number and subject matter (e.g. floor plan, site plan, battery calculations, etc.). Supplemental information shall be combined into a single PDF by relevant content (e.g. All calculations in a single PDF, all Manufacturer Specifications in a single PDF etc.).

### **PAGE ORIENTATION**

All plans must be oriented, so the top of the page is always at the top of the monitor and set to landscape. A north arrow must be provided on all plan sheets. All supplemental information must be oriented so the top of the page is always at the top of the monitor in either portrait or landscape format, based on the supporting documents provided. All supplemental information must be sized at 8 ½" x 11" or 11" x 17".

## **FILE NAMING**

Files must be named according to the content

Example:

1. PLANS
2. CALCULATIONS
3. MANUFACTURER SPECIFICATIONS
4. SFM CERTS

## **SUBMITTAL PROCESS**

Submit plans electronically by visiting [firedepartment.org/submitplans](http://firedepartment.org/submitplans)

## **RE-SUBMITTALS**

In subsequent plan review cycles, complete Plan files must be submitted. Individual plan sheets will not be accepted.