



## ELECTRONIC SUBMITTAL DOCUMENT REQUIREMENTS

Please use the following instructions to prepare your documents for electronic plan submittal. Note that *plan review files* (“plans”) have different submittal recommendations than supporting documents.

### A. PREPARING PLAN REVIEW FILES (“PLANS”) FOR SUBMITTAL

1. **File Drawing Style:** Plans should be plotted/drawn using a *black and white plot style with minimal grayscaling* to ensure documents are read properly. Colored pens are not encouraged because plan review markups will be drawn using colored sketches (and reduces the file size), though they are not prohibited.
2. **File Scale:** Plans must be drawn and saved “To Scale” to ensure proper measuring of lines and areas electronically. *Include a scale on each sheet or include the measurements for each object.*
3. **File Type:** Files intended for plan review must be saved in **PDF 1.3** format or greater.
4. **File Sizes:** The maximum upload size is **400 MB** at a time.
5. **File Orientation:** Properly oriented pages are encouraged. Although EPR provides a tool for rotating page view, it does not alter the page orientation within the PDF itself and may affect resulting deliverables.
6. **File Content:** Files should be *flattened and/or optimized* PDFs.
  - o Do not submit files that Adobe reports as damaged or that Adobe cannot open.
  - o Either flatten drawing layers when creating PDFs from CAD or flatten them after-the-fact by using the “Save As/Flattened” or “Optimize PDF” option within a PDF editor. (Adobe Pro is recommended.)
7. **File Encryption:** Do not submit password protected or encrypted (locked) documents, they will be rejected.
8. **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.
9. **Preparing File Sets:** Grouping and submitting plans in logical sub-sets, such as separating plans by discipline, is encouraged because plans are typically distributed to reviewers by discipline.
10. **File Name Characters:** Filenames should *not exceed 140 characters* in length.

- Do not include any of these characters in the filename: pound (#), plus (+), ampersand (&), backslash (\), forwardslash (/), colon (:), asterisk (\*), question mark (?), double quote ("), less than (<), greater than (>), or the pipe symbol (|).

## B. PREPARING SUPPORTING DOCUMENT FILES (“ATTACHMENTS”)

Supporting documents (“attachments”) include application documents, calculations, soils reports, etc. in any format. Attachment files do not require special naming, except as noted below.

- File Types:** PDF (preferred), XLS, DOC, TXT, JPG, etc.
- File Sizes:** The maximum upload size is 400 MB at a time.
- File Orientation:** Properly oriented pages are encouraged. Although EPR provides a tool for rotating page view, it does not alter the page orientation within the PDF itself and may affect resulting deliverables.
- 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 include any of these characters in the filename: pound (#), plus (+), ampersand (&), back slash (\), forwardslash (/), colon (:), asterisk (\*), question mark (?), double quote ("), greater than (>), less than (<), or the pipe symbol (|).

## C. SUBMITTING CORRECTED PLANS AND REVISIONS

Revised files are typically one of two types: (A) *required resubmittals*, or (B) *revisions* to previously approved documents. Each has different file naming recommendations, as noted below.

- A. *For required resubmittals:* Use the EXACT same filename as the original submittal cycle. Do not modify the filename when submitting a new ‘version’ of plans or supporting documents – the system will manage versioning automatically. See chart below.

Cycle	Filename	Pages
1 <sup>st</sup> Submittal	FIRE_Sprinkler Diagrams.pdf	10
2 <sup>nd</sup> Submittal	FIRE_Sprinkler Diagrams.pdf	10
3 <sup>rd</sup> Submittal	FIRE_Sprinkler Diagrams.pdf	10

- B. *For revisions to previously approved documents:* **Provide a revised file name** instead of reusing the original filename. If resubmittals are required for revisions, continue to use this revised file name for subsequent resubmittal cycles. See chart below.

Cycle	Filename	Pages
3 <sup>rd</sup> Submittal	FIRE_Sprinkler Diagrams.pdf	3
1 <sup>st</sup> Revision	FIRE_Sprinkler Diagrams <b>REV</b> .pdf	3
2 <sup>nd</sup> Revision	FIRE_Sprinkler Diagrams <b>REV</b> .pdf	3

If you have been asked to resubmit corrected plans 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.

#### **Why is page order important?**

Resubmitting plans with pages in the original order ensures that the plan review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate, expedited reviews.