

## DOCUMENT SUBMISSION STANDARDS

- All documents shall be in PDF format, with a graphic scale, and rotated so that the pages read upright. **Individual File size CANNOT EXCEED 40MB.**
  - There are various way to reduce file size, including removing cad layers, search the web for various methods.
- Plan sets shall be **complete set (e.g. Architectural Set, Structural Set, Grading Set, Mechanical Set, etc)**, **no individual sheet submittals**. Export settings: maintain output scale; avoid "Fit to Page."
- Save files in black and white. Exceptions include steep slope analysis, elevation, and rendering views.
- Each Plan Sheet is recommended to be clearly bookmarked to identify the content of the page. (e.g. Page A 1.0 Architectural Site Plan).
- Documents shall be created with TrueType Fonts.
- **Unlock and Flatten all drawings & reports.**
- Sheet title blocks shall remain consistent on each page of the plan set including sub disciplines.
- Reserve a location on each plan sheet for City stamps. The size shall be a minimum of 3 inches x 2 inches and be in the same location on every sheet.
- **Scanned images are highly discouraged.**
- **Files must be unlocked and unprotected.**
- **Zip files are not accepted.**
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.).
- **File names are required to match the File Naming Conventions established by the City. See next page.**
- Avoid plan check delays. **Please keep your records properly named and organized** (see example on page 3)

# CONNECT LCF

Use the following names for submitted files:

## **BUILDING**

**BLD\_ProjectAddress\_Arch** *(for Architectural Plan)*

**BLD\_ProjectAddress\_Struct** *(for Structural Plan)*

**BLD\_ProjectAddress\_Site** *(for Site Plan)*

**BLD\_ProjectAddress\_SoilsReport** *(for Soils Report)*

**BLD\_ProjectAddress\_Struct-Calc** *(for Structural Calculations)*

**BLD\_ProjectAddress\_Title24**

**BLD\_ProjectAddress\_Owner\_Permission**

**BLD\_ProjectAddress\_Grad-Drain** *(or Grading and Drainage Plans)*

**BLD\_ProjectAddress\_Mech**

**BLD\_ProjectAddress\_Elec**

**BLD\_ProjectAddress\_Plum**

**BLD\_ProjectAddress\_Hydrology**

For other files not listed above use the following format

**BLD\_ProjectAddress\_(insert the type of document)**

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## **PLANNING**

**PLN\_ProjectAddress\_Arch**

**PLN\_ProjectAddress\_Owner\_Affidavit**

**PLN\_ProjectAddress\_Survey**

For other files not listed above use the following format

**PLN\_ProjectAddress\_(insert the type of document)**

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## **PUBLIC WORKS**

**PWD\_ProjectAddress\_Owner\_Permission**

**PWD\_ProjectAddress\_Site** *(for Site Plan)*

**PWD\_ProjectAddress\_CrtLib** *(for Certificate of Liability)*