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)

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Use the following names for submitted files:

BUILDING
BLD_ProjectAddress_Archt   *(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)

PLANNING
PLN_ProjectAddress_Archt
PLN_ProjectAddress_Owner_Affidavit
PLN_ProjectAddress_Survey

 For other files not listed above use the following format
 PLN_ProjectAddress_(insert the type of document)

PUBLIC WORKS
PWD_ProjectAddress_Owner_Permission
PWD_ProjectAddress_Site (for Site Plan)
PWD_ProjectAddress_CrtLib (for Certificate of Liability)

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PLEASE FOLLOW OUR DOCUMENT SUBMISSION GUIDELINE TO KEEP YOUR FILES ORGANIZED TO PREVENT DELAYS IN THE REVIEW PROCESS

INCORRECT

Locations | Fees | Reviews | Inspections | **Attachments** | Contacts | Sub-Records | Holds | Meetings | More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments

Sort [Needs Action ▾]

Submittals	**Submittals**	**Submittals**	click or drag files
C1_v1.pdf	C2_v1.pdf	Hydrology Study Report_4-18-2019_v1.pdf	Add Attachment +
Version: 1	Version: 1	Version: 1	Supported: pdf, jpeg

Submittals	**Submittals**	**Submittals**	**Submittals**
P1.pdf	P4.pdf	Structrual Page 1	Structural Page 2
Version: 1	Version: 1	Version: 1	Version: 1

EXAMPLE OF:
AN UNORGANIZED SETS OF DOCUMENT WITHOUT PROPER NAMING CONVENTION
THIS WILL DELAY THE REVIEW PROCESS

[Submit]

CORRECT

Locations | Fees | Reviews | Inspections | **Attachments** | Contacts | Sub-Records | Holds | Meetings | More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments

Sort [Needs Action ▾]

Submittals	**Submittals**	**Submittals**	click or drag files
BLD_123FakeSt_SoilsReportpdf	BLD_123FakeSt_Struct.pdf	BLD_123FakeSt_Calc.pdf	Add Attachment +
Version: 1	Version: 1	Version: 1	Supported: pdf, jpeg

Submittals	
BLD_123FakeSt_Hydro.pdf	NOTE: 7 SEPERATE DOCUMENTS WERE REDUCED TO 4.
Version: 1	

EXAMPLE OF:
AN ORGANIZED SETS OF DOCUMENT WITH PROPER NAMING CONVENTION
THIS WILL PREVENT DELAYS IN THE REVIEW PROCESS

[Submit]

CITY OF LA CANADA FLINTRIDGE