



Requirements for Digital Plans & Documents

The Development Services Department requires all new plans and documents to be in digital format (PDF). The requirements for creating and saving files help ensure the files can be reviewed and that resubmitted plans and documents can be compared using an electronic plan tool.

Not following the requirements will delay the review and approval of plans and documents.

File Size

The max size of each file you can upload cannot exceed 200MB. File sizes exceeding this size will be rejected.

Fix: Return to the source document and create PDF files that are below the file size limitation.

Page Size

- Do not mix page sheet sizes. Plan Set pages must all be the same size.
- PDF files with page sizes 8.5- by 11-inches are accepted for DSD-approved fillable documents and required reports. However, plans must be at minimum 11- by 17-inches and a maximum of 36- by 48-inches.

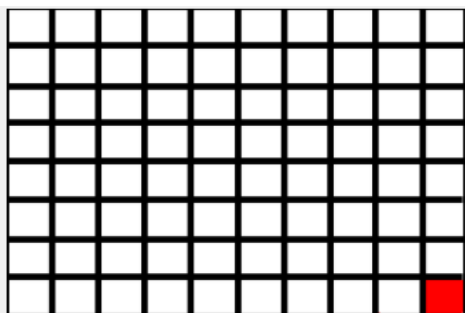
Fix: Return to the source document and change the paper size to meet the requirements.

Page/Sheet Numbering

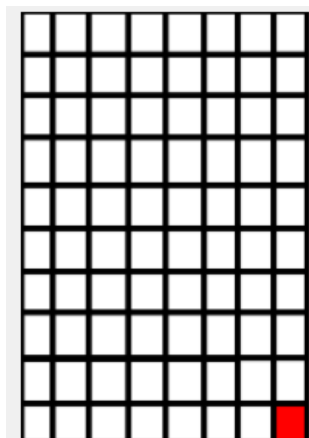
The following rules must be implemented to avoid plan rejection and delays.

1. Page numbers for each sheet must be located in the bottom right-hand corner.

LANDSCAPE



PORTRAIT

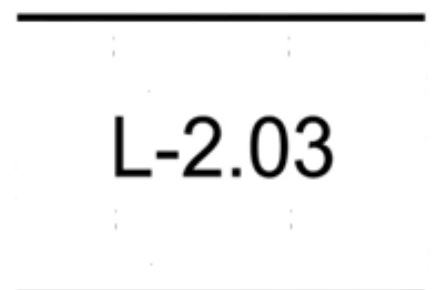
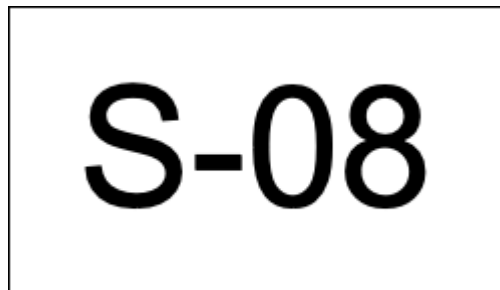
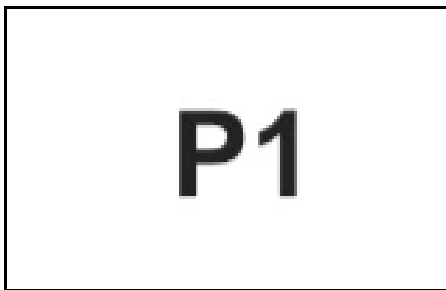




2. Plan sets must use Arial or Helvetica font styles with continuous, filled-in characters that are easy to read.
3. Scanned plan set must be at least 150 dots per inch (DPI) or higher without significant compression artifacts.
4. Set the Z coordinate value of the text to zero.
5. Each page or sheet number must be alphanumeric and start with a Discipline Letter followed by the sheet number. Refer to the below Discipline Letter Chart and [Designated Templates](#).

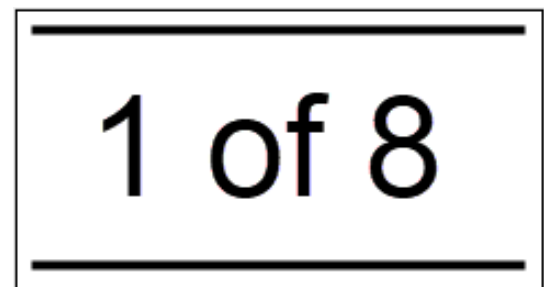
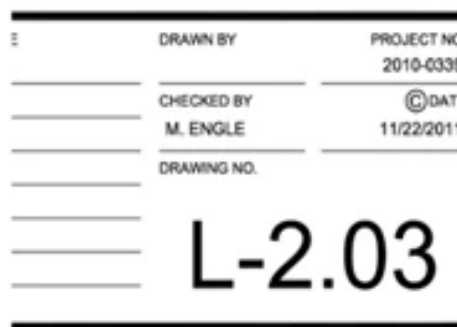
Good Examples

The sheet number examples below are in a large, clear, true-type font with adequate space around each character, following the pattern rules.



Bad Examples

The sheet number examples below contain bad font style or breaks pattern guidelines.



The example contains a **split box** with with lettering. Only include the plan set numbers; don't include additional information

The example contains inadequate space around the lettering/numbering.

The example uses "of" format.



Discipline Letter Chart

A for Architectural	M for Mechanical
B for Building	P for Plumbing/Gas
C for Civil	S for Structural
E for Electrical	T for Title 24 Energy Forms
F for Fire Protection	GN for General Notes
G for Geotechnical	L for Landscape
TS/CS for Title Sheet/Cover Sheet	K for Kitchen
ID for Interior Designs	

NOTE: Use "B" for any disciplines not included in the chart above.

1. Each Sheet Number must be unique. Duplicate sheet numbers are not permitted.
2. Sheet Number cannot have 3 letters together (for example AAD01 will be rejected, AA01 is ok).
3. Sheet Number cannot have 4 digits together (for example A0001 will be rejected, A001 is ok).
4. EPR will ignore Sheet Number matches including "OF" as part of the string.

Sheet Numbering Styles

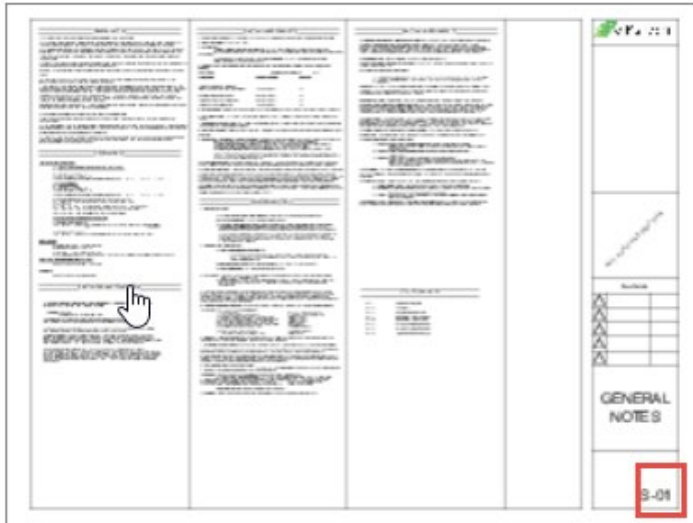
Use the [designated templates](#) or follow sheet numbering styles to ensure the timely process of reviews.

1. Don't use spaces, special characters or lower-case letters.
2. Avoid non-True Type fonts as well as fanciful fonts that appear as italics, unfilled outlines, or overlapping text such as fonts that replicate handwriting.
3. Don't use hollow or outline fonts: **OUTLINED FONTS. SP-4.00**
4. Don't use non-standard and not continuous (broken) fonts: **HANDWRITING FONTS. SP-4.00**
5. Don't use overlapping or handwriting fonts: **BROKEN FONTS. SP-4.00**
6. Don't use fonts where "1," "L" and "I" appear the same.
7. Don't modify the original font through style option changes.
8. Don't write or draw anything next to or on top of the sheet number.
9. Ensure you have enough spacing around sheet numbers and avoid overlapping.



Page Orientation

Do not mix page orientations. When a mix of both landscape and portrait mode pages is provided in a single set, the sheet numbering will target the region based on the orientation of the first page encountered. This will cause rejection and delays to the review process.



Password Protection

Files must not be password protected. If the PDF cannot be opened, the file will be rejected.

Fix: Remove the password protection to allow users to open the PDF.

Annotations and Comments

An annotation is any “object” that appears in the Adobe Reader “Comment” panel. It could be a “comment” or “stamp” or font issue like SHX Text from AutoCad.

Fix: To remove annotations in a PDF, use the print-to-PDF option. This process eliminates annotations by “flattening” the PDF.

Designated Templates

Use the [designated templates](#) to ensure that the plans are formatted properly. In addition, the standard notes required for many project types are provided in these templates and will assist in expediting your reviews.

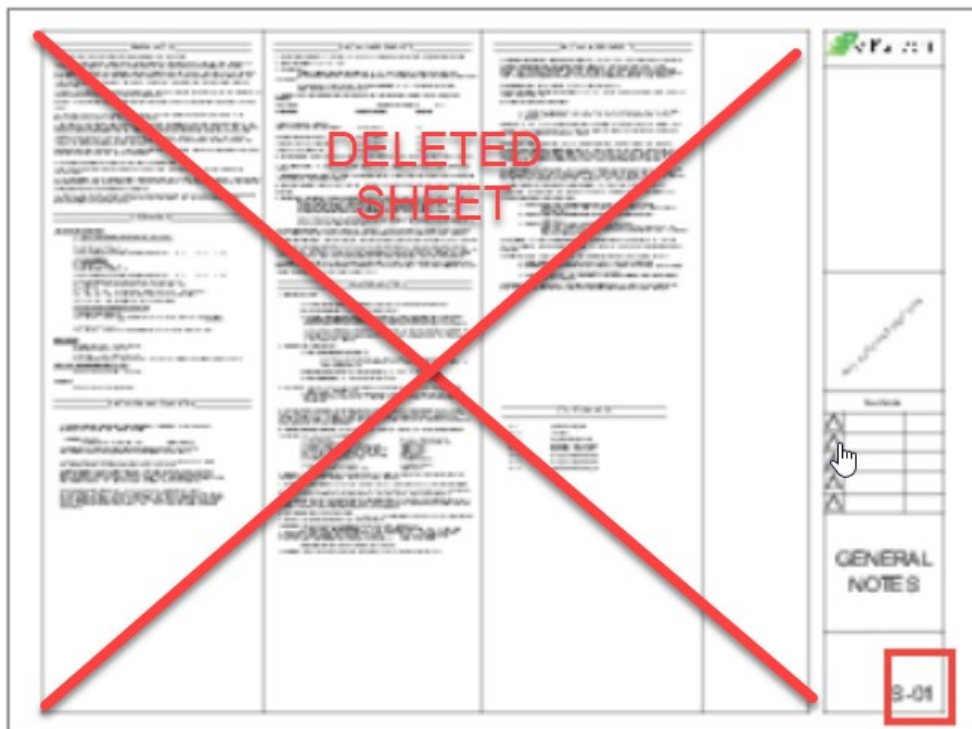
1. [Building Permit Template](#)
2. [Engineering Design Templates](#)
 - A. [Right of Way Permit-Construction Plan \(DS-3179\)](#)
 - B. [Right of Way Permit-Construction Plan -Large Format \(DS-3179C\)](#)
 - C. [Grading Permit D-Sheet](#)



- D. [Right-of-Way Permit D-Sheet](#)
- E. [Dedication B-Sheet](#)
- F. [Boring and Technical Plan for Geological Reconnaissance](#)
- G. [Lot-Line Adjustment U-Sheet](#)

Inserting and Deleting Sheets For Resubmittals

1. The resubmittal must always include the full plan set. Partial submittals are not accepted
2. To delete a sheet from the revised plan – add a strike and “DELETED SHEET” label. The corresponding sheet number must be visible.



3. Revised plans may be reordered and have inserted sheets. However, the newly inserted sheets must always have a new unique number.