The City of SAN DIEGO

Development Services

FACT SHEET

Requirements for Digital Plans & Documents

The Development Services Department (DSD) requires all new plans and documents to be digital (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.

Your PDF documents MUST meet all upload requirements.

Use the following tools when uploading/submitting plan sets into the online permitting portal:

1. **e-PlanSNAPP™**
   Use e-PlanSNAPP to [identify sheet numbers that are missing or duplicated](#) by uploading all Building Construction Plans, Engineering Plans and other documents required in the project review process. The tool also helps customers add or edit sheet numbers.

2. **Scout™**
   Use the Scout to [validate that your PDF documents meet the submittal requirements](#) in this guide.

File Size
The maximum 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 below the file size limitation.

Page Size
   A. Do not mix page sheet sizes. Plan Set pages must all be the same size.

   B. 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 a minimum of 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.
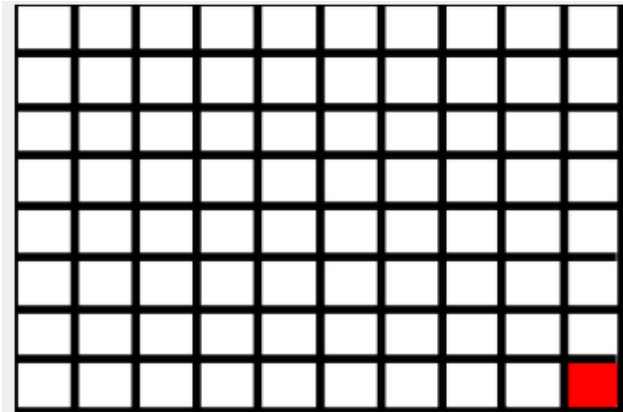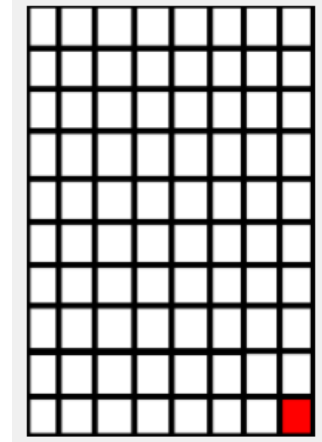
Page/Sheet Numbering

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. The 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 Discipline Letter Chart and **Designated Templates** below.

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.

P1

S-08
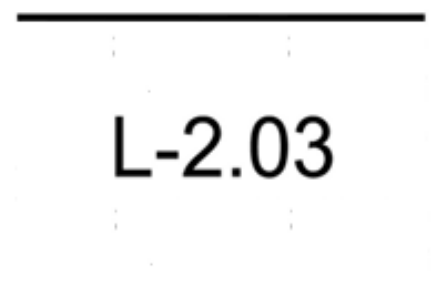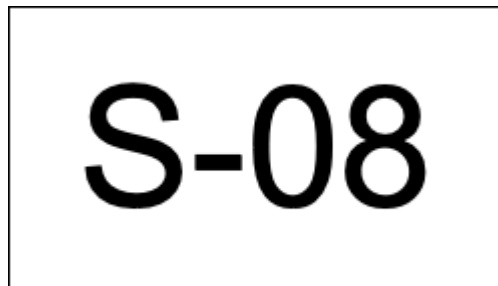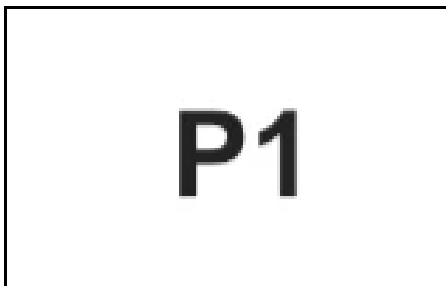
L-2.03

Bad Examples

The sheet number examples below contain bad font styles or break patterns.

JOB NO. : 10618
DATE : AUGUST 2018
DSGN/DRFT: RAS / TLL
REVIEW : EWE

SHEET

SP-4.00

SITE PLAN

DRAWN BY   PROJECT NO.
2010-0339
CHECKED BY   ©DATE
M. ENGLE   11/22/2011
DRAWING NO.

L-2.03

1 of 8

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.

Sheet Numbering Reminders

1. Each Sheet Number must be unique. Duplicate sheet numbers are not permitted.

2. Sheet Number cannot have three letters together (for example, AAD01 will be rejected, AA01 will work).

3. Sheet Number cannot have four digits together (for example, A0001 will be rejected, and A001 will work).

4. The system will ignore Sheet Number matches that include "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 and 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 in the review process.
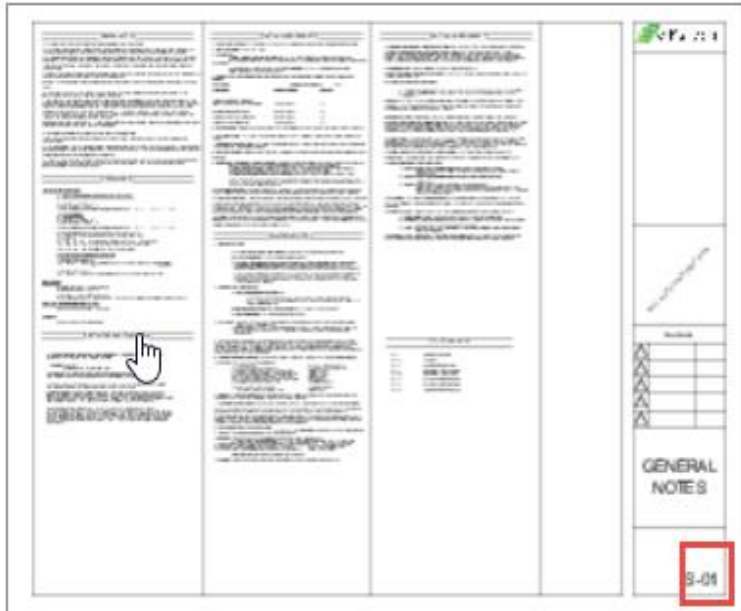
Password Protection

- 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," "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 appropriately formatted. These Building Permit and Engineering Design templates also provide the standard notes required for many project types, which will assist in expediting your reviews:

1. **Building Permit Template**

2. **Engineering Design Templates**
   A. Boring and Technical Plan for Geological Reconnaissance
   B. Dedication B-Sheet
   C. Grading Permit D-Sheet
   D. Lot-Line Adjustment U-Sheet
   E. Right of Way Permit-Construction Plan (DS-3179)
   F. Right of Way Permit-Construction Plan -Large Format (DS-3179C)
   G. Right-of-Way Permit D-Sheet

Inserting and Deleting Sheets For Resubmittals

1. The resubmittal must always include the full plan set. Partial submittals are not accepted.

2. Add a strike and a "DELETED SHEET" label to delete a sheet from the revised plan. 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. Use e-PlanSNAPP to identify sheet numbers that are missing or duplicated. The tool also helps customers add or edit the sheet numbers within the tool.