



# ELECTRONIC SUBMITTAL GUIDELINES

## **FILE SIZE AND TYPE**

- All documents must be submitted in PDF format and submitted through the eTrakit system. [etrakit.crgov.com](http://etrakit.crgov.com)
- PDF files must be flattened, reduced and optimized to PDF 1.4 or greater
  - Flatten layers in your CAD program prior to creating the PDF or use the “save as” flattened and/or optimized options available in your PDF tool.
- Zip files will not be accepted.

## **PLANS AND DOCUMENTS**

- All documents prepared by a design professional such as but not limited to; plans, soils reports or engineered judgements must contain the seal of the registered design professional with signature and date.
- Plan sets must be a single PDF file with all Architectural, Civil, Structural, Mechanical, Electrical, Plumbing, etc. pages combined.
  - Separate sets will be deleted without review.
  - Staff will not combine, extract, staple or otherwise manage the documents.
- Supporting documents, such as Soils Reports, truss calculations, energy reports, etc. must be submitted as separate, stand-alone PDF files, and follow the same protocols.
- Submittals must not be password protected or locked. Security settings must allow mark up. All permissions shall be set to *ALLOWED*.
  - Plan reviews are conducted on copies of the original submission and will not be altered in any way.
- Files must not contain any layers or any editable content.
- Only True Type fonts are acceptable.
- All documents must have uniform orientation and alignment with the top of the page up.
  - Plans must be submitted so that they can be viewed and marked up without rotation.
- All plan pages must be scalable and properly dimensioned.
- Plans must be bookmarked with the sheet number and title.
  - Bookmarks are used to facilitate the review process. Verify all bookmarks are consistent after merging or combining files.
- Plan pages marked “not for construction” or with similar notations will not be accepted.

## **RESUBMITTALS AND REVISIONS** - *See Resubmittals and Revision Guidelines*

- Any changes on a plan page, either from a resubmittal due to review comments or as a revision must be clouded with corresponding delta indicators and dates.
  - A detailed narrative for any revisions to any plan must be included along with the clouded plans. For multiple revisions the previous clouds must be removed and the delta indicator left in place.
  - Clouds should appear only on current revisions. Revision deltas must be displayed in the title block with the corresponding dates.

## **NAMING CONVENTIONS**

- Original, first time plan submittals will be named with the word, “Plans”, and the version. For example; Plans\_V1.
  - The administrative staff will rename the file with the actual permit number at the beginning of the name once it is generated. All subsequent uploads must be named in the same manner but with the actual permit number such as 19-1234\_Plans\_V1.
- Supporting documents will be named according to what they are such as “soils report”.
  - In the event that a supporting document is not acceptable it will be turned down and must be resubmitted in its entirety.
  - There will be no “versions” of supporting documents.
- Resubmittals, will be named the same but with the new version such as 19-1234\_Plans\_V2 and so on.
  - When a plan is returned with comments and markups, “reviewing” will be included in the file name and it will be permanently flattened by the administrative staff prior to being sent.
  - All resubmittals must be complete sets, in the same format and order as the original. Partial submissions and incorrectly formatted submissions will not be accepted.
- Plans reviewed by the Building Division for permit issuance will include “stamped reviewed” in the file name.
- Revisions, there will not be “versions” of a revision. Name a revision submittal; 19-1234\_R1, other revisions that follow; 19-1234\_R2.
  - Once the submissions are stamped for construction, all subsequent revisions must follow the same protocol, however only the pages or documents that contain changes will be submitted. In the event the revision is not approved, it must be resubmitted in its entirety with the same name.

➤ *Not following these recommended guidelines may result in additional review time.*