

ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS

Please use the following instructions to prepare your documents for electronic plan submittal.

A. Documents will be **REJECTED** automatically at the time of submittal for the following:

1. **File type-** Must be a .pdf file type saved in PDF 1.3 format or greater.
2. **Accessibility-** File is invalid (such as PDF Portfolio), corrupt, password-protected or encrypted (locked) documents.
3. **Filename-** Filenames containing special characters: ! * ' \ ; : @ & = + \$ (comma) / ? % # [] " < > |
4. **Size-** Documents exceeding 400 MB.
5. **Page Count-** Documents exceeding 500 pages.
6. **Page Access-** If a page is not readable, the file will be rejected.
7. **Attachment-** Checks if any attachments exist in the .pdf.

B. Document **RECOMMENDATIONS:** Submitting corrected plans & revisions.

*****FILE NAMES SHOULD BE SHORT AND SIMPLE*****
(omitting things like address, date, and unnecessary information)

Revised files are typically one of two types: (a) *required resubmittals*, or (b) *revisions* to previously approved documents. Each has different file naming recommendations, as noted below.

- a. *For required resubmittals:* Use the EXACT same filename as the original submittal cycle. Do not modify the filename when submitting a new 'version' of plans or supporting documents – the system will manage versioning automatically. See chart below.

Cycle	Filename	Pages
1 st Submittal	FIRE_Sprinkler Diagrams.pdf	10
2 nd Submittal	FIRE_Sprinkler Diagrams.pdf	10
3 rd Submittal	FIRE_Sprinkler Diagrams.pdf	10

- b. *For revisions to previously approved documents:* **Provide a revised file name** instead of reusing the original filename. If resubmittals are required for revisions, continue to use this revised file name for subsequent resubmittal cycles. See chart below.

Cycle	Filename	Pages
1 st Revision	FIRE_Sprinkler Diagrams REV .pdf	3
2 nd Revision	FIRE_Sprinkler Diagrams REV .pdf	3
3 rd Revision	FIRE_Sprinkler Diagrams REV .pdf	3

If you have been asked to resubmit corrected plans, do not reorder, extract or insert pages in the middle of your corrected plan sets.

- Place **new or added** pages at the end of the corrected plan set document. Do not insert **new or added** pages in the middle or beginning of the document.
- **Do not reorder original pages** within the document. **Revised original pages** with the same page designation shall stay in the same original order.
- If an original page is to be completely removed from the plan set, replace it with a blank page and indicate that the page was 'deleted' or moved.
- Rearranging, extracting, or inserting pages out of order will result in delays for completing your plan review.

Why is page order important for agencies that do not use partial submittal?

Resubmitting plans with pages in the **original order** ensures that the plan review comments are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate, expedited reviews.