

Electronic Plan Review Document Format Requirements

In order for projects to be successfully reviewed in Electronic Plan Review (ePR), the following plan review document format requirements must be followed. ***Documents that do not comply with these requirements will be rejected*** and returned to the applicant for adjusting to conform with these requirements. Rejected documents will result in processing delays.

- ***Consolidated Plans:*** Plans must be consolidated into one set (see Maximum File Size).
- ***Maximum File Size:*** The maximum file size is ***100 MB per file***. Documents that exceed 100 MB will need to be separated into multiple documents.
- ***Preparing File Sets:*** For files larger than 100 MB, grouping and submitting plans in logical sub-sets is required.
- ***File Type:*** Plan review documents must be saved in PDF 1.4 format or greater. Zipped files will be rejected.
- ***File Content:*** Files need to be flattened/optimized PDFs.
 - Flatten drawing layers when creating PDFs from CAD; or
 - Flatten drawing layers by using the "Save As/Flattened" option; or
 - Use the "Optimize PDF" option within a PDF editor (e.g., Adobe Acrobat Pro).
 - Ensure that no comments, stamps, or other "editable content" appear in the "Comment" panel of the PDF tool. Files with editable content will be rejected.
- ***File Drawing Style:*** Plans must be drawn using a black/white plot style.
- ***Paper Size:*** Plan size must be *between* 18x24 and 36x48 inches.
- ***Scale:***
 - Plans must be drawn and saved "To Scale" to ensure proper measuring of lines and areas.
 - All measurements must be provided in the English scale. If items on the sheet are provided in a metric scale (e.g., tools), conversion of the metric measurement to the English measurement needs to be provided on the sheet.
 - Include a graphic scale on each sheet or include the measurements for each object.
- ***File Orientation:*** All pages must be properly oriented, meaning upright, and not sideways or upside down. A mix of portrait and landscape-oriented plans is acceptable as long as the pages are all upright. Pages that are turned sideways or upside down will be rejected.
- ***File Encryption:*** Files cannot be password protected or encrypted/locked.

- **Cover Sheet:** For designer’s use; needs to include a sheet index. For plan sets that need to be broken up, the cover sheet is only required on the first set of the plans in the multi-PDF set of plans. For these broken up plan sets, the index on the cover sheet needs to include the plan sheets for all of the plan set PDFs.

- **Title Border/Block:**

- Title Border/Block needs to be along the right side of the sheet and applied to every plan sheet (see Figure 1).
- Page number needs to be in the bottom right corner of the sheet within the Title Border/Block and applied to every plan sheet (see Figure 1 and Page Numbering requirements below). *No other images can be in the page number area.*

- **Second (2nd) Page:** The second page following the cover sheet must be a blank page and labeled “City Notes and Approval Stamps” (see Figure 2). For broken up plan sets, the blank 2nd page is only required in the first set of the multi-PDF plan set.

- **Third (3rd) Page:** The third page following the cover sheet must be a blank page and labeled “Clean Bay Blueprint Requirements” (see Figure 3). For broken up plan sets, the blank 3rd page is only required in the first set of the multi-PDF plan set.

- **Page Numbering:** Page numbering must be positioned at the lower, right-hand corner of the sheet and comply with the following:

- Page numbers must be 12 characters or less in length.
- Use a large, easy to read font.
- Use a standard **True Type** font with continuous, filled-in characters that are easy to read (e.g., Arial, Calibri, Courier, Helvetica).
- Provide adequate white space between each character. Touching/overlapping fonts will be rejected.

Figure 1: Title & Page Number Area

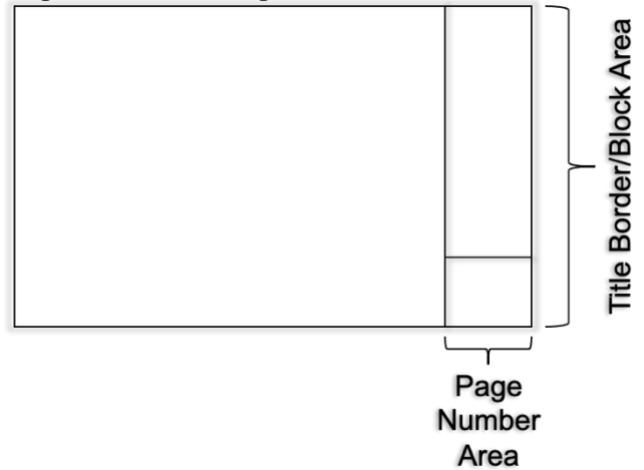


Figure 2: Second (2nd) Page



Figure 3: Third (3rd) Page



- Provide a high-quality image with at least 150 DPI or higher and without significant compression artifacts.
- Ensure the Z coordinate value of the text is zero.
- Do not use the following font effects:
 - *Italics*, or
 - Unfilled outlined fonts, or
 - *Overlapping text that replicates handwriting.*
- **File Naming:**
 - Name each plan set “Plans” followed by an underscore (_) and a brief description of the plans in the PDF. Name each document (non-plans) “Doc” followed by an underscore (_) and a brief description of the document. Examples of PDF naming:
 - Plans_All
 - Plans_Set 1 of 2, Plans_Set 2 of 2
 - Doc_Structural Calcs
 - Do **not** include any of the following special characters in the file name:
 - ! * ; : @ & = + \$, / ? % # [] “ < > |
 - File names must be less than 140 characters in length.
- **Scanned Files:**
 - Scanned documents are acceptable and *must*:
 - Meet all other submittal requirements listed above.
 - Have properly aligned page edges so they are not skewed.
 - Use at least 150 DPI or higher and be without significant compression artifacts.