



A place where families and businesses thrive.

Electronic Submittal Requirements

Projects must follow these file naming standards to facilitate rapid recognition and retrieval of files by our Plan Review teams.

1. All drawings must be individual pdf files.
2. Files must be submitted in pdf format and must not be locked. Locked files are not accepted by the system and prohibit our ability to approve the drawing.
3. All file names must reflect the content of the drawings.
4. If you would like to include the job number, name, or tracking code in the file name, add it at the end of the file name. It makes it difficult for plan reviewers to sort and review your drawings if it's inserted at the beginning of the file name.
5. Although staff prefer that the site/plot plan includes the location, size and type of stormwater facility/facilities (if applicable), if a separate stormwater site plan is being provided, submit it as a single drawing.

Files shall be named as such when uploading online:

Site Plan – This is a one-page document to include elevations, building footprint with setbacks, site utilities and locations.

Plans – The architectural and structural drawings that include foundation plan, floor framing/layout, roof framing, elevations, sections, wall bracing requirements and details.

Structural Calculations – Multiple page document that includes the applicable calculations for the structural pages in the plan including the lateral analysis.

Floor Truss – If manufactured floor trusses are being used, include the layout and ~~calculations~~ product specifications/details in one document. The layout also needs to be included in the architectural plan set.

Trusses – If manufactured trusses are being used, the layout and stamped engineered detail for each truss must be submitted as one document.

Stormwater Facility Plan – Infill lots not served by an existing water quality facility must include a plan and/or details showing how stormwater runoff will be mitigated.