



Electronic Submission Standards

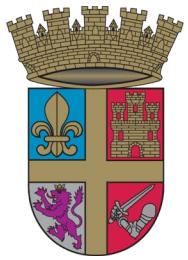
Standard Submission File Format Requirements

- Documents will only be accepted in **PDF format**.
- Adobe Acrobat Reader software is available to download for free at <https://www.adobe.com/acrobat/pdf-reader.html>
- PDF files cannot be encrypted, locked or password protected.
- Documents are required to be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page.
- Documents should be scanned at no greater than 300dpi.
- PDF files must be one layer (flattened) without any embedded objects.
- PDF Portfolios are not accepted.
- Only one digital signature is required per PDF document (on the first page), but the license image (PE, OR, RA) shall be required on all plan sheets.
- File sizes of each submission file shall not exceed 250MB.
- **Files must be named as per the example below.**

PDF File Naming Standards

The pdf files shall be named as follows:

- The Project Address shall be listed first then followed by the file name; for example, **“75 King St – Architectural Plans_DSS”**. If the plans have been digitally signed and sealed by an Architect, Engineer, etc. please name the document with **_DSS** after the file name as per the example above.



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Required PDF File Names - EXAMPLES

Project Address - Architectural Plans

Project Address - Blower Door Test

Project Address - Bulkhead Plans

Project Address - Carport Plans

Project Address - Demolition Plans

Project Address - Dock Plans

Project Address - Drainage Plan

Project Address - Electrical Plans

Project Address - Elevation Certificate

Project Address - Energy Calculations

Project Address - Engineering Plans

Project Address - Fire Alarm Plans

Project Address - Fire Sprinkler Plans

Project Address - Fire Suppression Plans

Project Address - Foundation Plans

Project Address - Grease Trap Plans

Project Address - Hood Plans

Project Address - House Plans

Project Address - Hydraulic Calculations

Project Address - Interior Design Plans

Project Address - Landscape Plans

Project Address - Materials List

Project Address - Mechanical Plans

Project Address - Plans

Project Address - Plumbing Plans

Project Address - Pool Plans

Project Address - Product Approval List

Project Address - Property Survey

Project Address - Shed Plans

Project Address - Site Plan

Project Address - Solar Plans

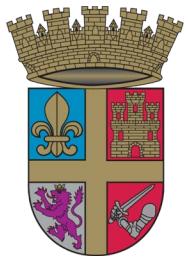
Project Address - Spec Sheets

Project Address - Structural Calculations

Project Address - Structural Plans

Project Address - Truss Layout

Project Address - Truss Plans



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Corrections (Not Revisions)

- Submit only the corrected sheets showing the clouded changes.
- Provide a response letter addressing all plan review comments.
- Once all corrections have been approved, have the Architect and/or Engineer of Record (if applicable) add all corrected sheets into each set of plans, remove all old sheets, combine into 1 PDF file per set, then digitally sign and seal the plans.

Revisions (Not Corrections)

- Submit only the revised sheets showing the clouded changes.
- Provide a revision letter noting all the changes.
- The pdf file shall be named as per the original named file followed by “REV1”, etc. For example: “75 King St – Architectural Plans_DSS_REV1”.