



# DOCUMENT STANDARDS AND REQUIREMENTS

Submit with success!! to streamline the online permitting process, make sure the documents you upload into the Permit Application Portal follow the standards below.

## Created PDFs must have:

- » No Secured PDFs that require signature validation, password protection or a certificate
- » No comments - save as a flattened/optimized PDF to remove comments.

## Scanned PDFs must be:

- » Legible
- » Scanner resolution setting needs to be between 150-300 dpi

## Naming and Grouping PDFs:

- » Plan sets need to be combined into one PDF
- » File name should indicate what the submittal document is:  
*Example: Floor Plans, Engineered Plans, Site Plan*

## Size and Orientation:

- » File size: 195 MB maximum - view file properties to check
- » Page size: 36"x48" maximum- view file properties to check
- » Plans with a professional seal must have a copy of the seal and signature

## Plan Scale:

- » All plans must be drawn and saved to a recognizable scale
  - *Example 1/4"= 1' or 1/8" (1' for Construction Plans)*
  - *Example 1"=20', 30', 40' or 50' for Drainage Plans or Site Plans*

## Submitting Revisions and Corrected Documents:

- » When resubmitting plans, submit entire corrected set, do not extract and submit single pages.