

July 29, 2020

Electronica File Submittal Guidelines

When submitting electronic files, the following guidelines apply:

- All files must be in PDF format
- Do not enable any limitations or security measures on the PDF file that prevents mark up, printing, collating, or inserting/removing sheets
- Files that are locked from performing any of the above may be rejected without any further review
- Plan sets MUST be collated into a single PDF file, sorted in the same page order as a physical plan set
- Ensure pages within the plan set are rotated properly
- Building plans shall be fully dimensioned and to-scale
- PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. It is recommended that scanning be done at a minimum of 150dpi and a maximum of 300dpi to balance legibility and file size.
- After PDF documents have been compiled, please compress the file to reduce the file size. This will help by taking less time to upload the document to the Town's system and will also require less storage.
- Supporting documents should be submitted as individual files and labeled with descriptive file names to ensure efficient processing
- Include a copy of your original permit application as a singular PDF document

Resubmittals

Please keep in mind that the review of plans may involve plan check comment letters that may require plan revisions, corrections, and/or submittal of additional documents. If you are responding to a plan check comment letter, staff will advise you how to resubmit your response electronically. A resubmittal shall include:

- Separate itemized response letters to comments from each department
 - Response letter must follow the same format as the department comment letter and responses shall refer to applicable plan sheet(s)
- Revised plans with new delta and date
- All revisions shall be clouded on the plans
- All plans and materials shall conform to the electronic submittal guidelines above

