



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.