ELECTRONIC PLAN REVIEW SUBMITTAL INSTRUCTIONS

These submittal requirements will ensure successful submittal of your permit documents for the most efficient review.

BEFORE YOU SUBMIT

During the submittal process, you will not be able to save your application and come back later. You will be required to answer all questions and pay your fees, prior to uploading your documents.

Review important documents:
- These Submittal Instructions
- The permit application found here: https://spf.kitsapgov.com/dcd/Pages/OnlineForms.aspx
    - o Your permit application will include links to any worksheets or additional forms that need to be submitted

REQUIREMENT OVERVIEW

Document and plan requirements:
- PDF Format
- Maximum file size of 195MB
- Maximum filename size of 100 characters
- Maximum page size 36x48
- Flattened/optimized layers
- All pages must be properly oriented
- No password protected or locked documents
- Saved "to-scale"
- Coversheet must include general information detailed below
- Resubmittals and revisions:
    - o Do not reorder, extract, or insert pages in the middle of revised plan sets
    - o Filenames must remain **exactly** the same as original submittal

PREPARING PLANS FOR SUBMITTAL

Creating PDF's:

1. Each 'Plan' (or 'Plan set') must be saved as a flattened/optimized PDF. Flatten the drawing layers in your CAD program prior to creating the PDF, or use the 'Save As/Flattened' and/or optimized PDF option available in your PDF tool. Plans that have 'layers' will not be accepted.
    a. Saving PDF's with consistently formatted, sequential bookmarks are helpful and encouraged. If multiple PDF's are merged, verify that bookmarks are consistent. Nested bookmarks are not officially supported. Ideally, a bookmark consists of the Sheet number and a short description (example: G1.0 General Notes).
    b. Electronic plan review software relies on correct (PDF/A compliant) information that is embedded in every PDF document (the metadata). For intellectual property and security reasons, plan review software does not change incoming files.

2. Plans must be saved 'to-scale' to ensure proper measuring of lines and areas electronically.
    a. Include a scale on each sheet or include the measurements for each object.

3. Plans should be plotted/drawn using a black and white plot style. Grayscale, monochrome and colored pens are not acceptable.

4. Do not submit password protected or locked PDF documents. Plan reviews are conducted on copies of the original files provided. The original PDF's are not changed in any manner.

5. Paper plans scanned from a photocopy to PDF format are acceptable, but should be clearly legible and follow the same rules noted above.
    a. After scanning a document, open it in Adobe Reader/Adobe Pro and select File/Save As. Adobe is the best tool for resolving corrupted or malformed files.
    b. Ensure the file name meets the naming recommendations noted above.

Coversheet: The first sheet of plans must include the information below in a consolidated format for the plans examiner's.

General Construction Information:	
# of bedrooms	
# of bathrooms	
Total proposed square footage	
Total existing square footage (if applicable)	
List all existing buildings on property	
Fuel source	

Naming Plan Sets: We recommend grouping and submitting plans in smaller, logical sets to facilitate the electronic plan review. Filenames more than 100 characters long or that contain special characters will not be allowed. You can use the underscore character (_).

Page Orientation and Alignment: Pages must all be properly oriented, meaning upright, not sideways or upside down, so that the document can be viewed without rotation. Failure to submit correctly oriented plans may result in your permit being delayed or returned.
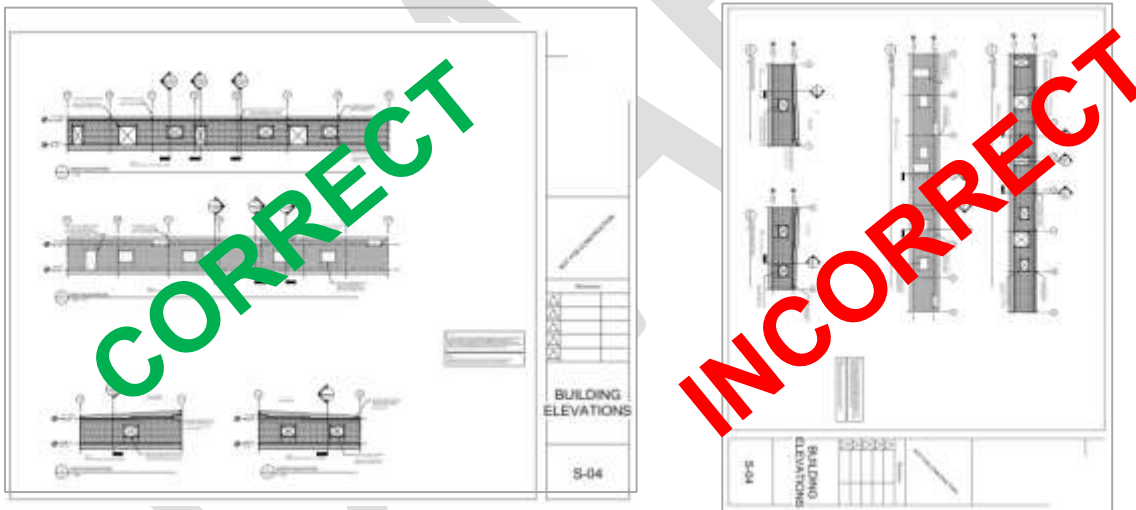
6. Alignment: Plan drawings must be created in your CAD program so that drawing perimeters 'line up' exactly when overlaid electronically.
    a. Revised/corrected plans must "line up" with the original submittal to facilitate comparing versions electronically.

SUBMITTING REVISIONS/CORRECTED/UPDATED DOCUMENTS

Submitting Additional Plans: Revised files are typically one of two types: (1) required resubmittals, or (2) revisions to previously approved documents. All revisions must be clearly and accurately identified. Each has different file naming recommendations, as noted below.

For required resubmittals: Use the **EXACT same filename as the original submittal**. Do not change the filename when submitting a new 'version' of your plans or supporting documents – the system tracks versioning automatically. See the chart below.

For revisions to previously approved documents: **Provide a revised file name** instead of using the exact same filename as the originally submitted files. If resubmittals are required, continue to use this revised file name for subsequent resubmittals. See the chart below.

1. **Do not reorder, extract or insert pages in the <u>middle</u> of your corrected plan sets.** For example, if a 4-page set of structural plans was returned to you for corrections, resubmit a 4-page set of corrected structural plans in the same page order.
   a. For required resubmittals, rearranging, extracting or inserting pages out of order will result in delays for completing your plan review.

2. If submitting new *(additional)* plans, plan sets or supplemental documents:
   a. <u>Revised/corrected plans **must** be submitted in the same page order as the previous submittal.</u>
   b. Place new pages at the end of the corrected plan set document. Do not place new pages in the middle or beginning of the document. Do not reorder pages within the document.

The chart below shows the addition of two pages to the F_Sprinkler Diagrams.pdf, with the added pages placed at the end of the set, as page 4-5.

1st Submittal Filename (Original)	Pages	2nd, 3rd, etc. Required Resubmittal Filename	Pages
S_Floor Plans.pdf	10	S_Floor Plans.pdf	10
F_Sprinkler Diagrams.pdf	*3*	F_Sprinkler Diagrams.pdf	*5*
3rd Submittal Filename (Approved)	Pages	Revision to Previously Approved File (New Review)	Pages
S_Floor Plans.pdf	10	S_Floor Plans **REV**.pdf	10

3. **Do not remove pages!** If pages need to be removed from the plan set, instead of excluding/deleting them, place a 'slash' across those pages in CAD, mark them as 'Omit' and include the date they were omitted.

Need assistance?
# Call 360-337-5777 to speak with one of our Permit Tech's.

How can I tell if my PDF has 'Layers' or other 'Editable Content'?
Most *PDF compliant software* (like Adobe Reader, Adobe Pro, Nitro, etc.) display a Layers icon in their viewing window on the left when a document contains layers, as shown below.

The Layers icon is not displayed if the file contains no layers recognized by the PDF tool.
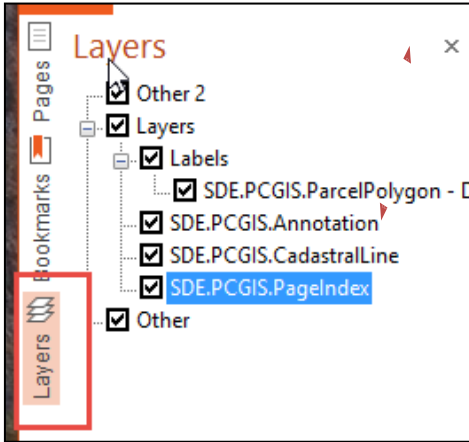
Nitro Pro PDF – with "Layers"
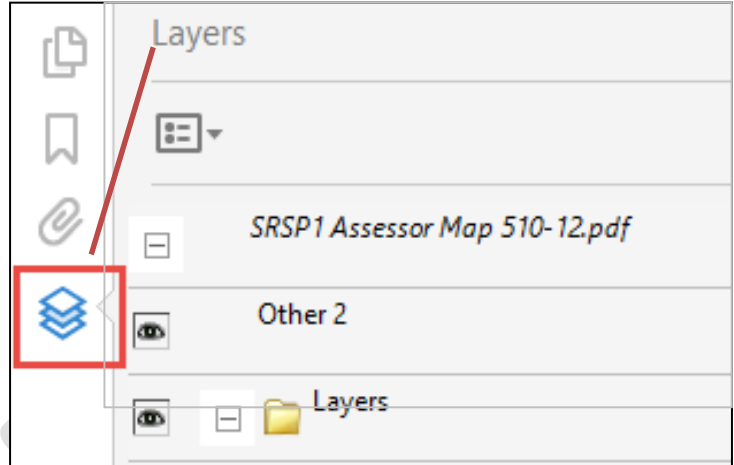
Adobe Reader PDF – with "Layers"

Other 'Editable content' includes active form fields, stamps, comment or text boxes, signatures, or markups that can be potentially deleted from the PDF. If signatures exist, they will cause the PDF to display a message when opened; editable fields will have a blue background within the PDF; and most other forms of editable content will show up in a list if the 'Comment' section of the PDF viewer is clicked open. If any of these are found, please flatten the PDF or otherwise remove them before submitting.

Why do 'Layers' and 'Editable Content' need to be removed from the PDF?
Many tools on the market convert CAD drawings/plans to a PDF format. Unfortunately, some of these tools do not properly handle CAD layers or content. Conversion irregularities may introduce errors into the PDF document itself. It is also not advisable to pass along editable content for security reasons.

Why is page rotation so important?
PDF tools that allow users to 'rotate' pages should record that rotation within the PDF document so that other applications can properly orient the page view. Often, that 'rotation' information is not recorded in the PDF metadata, making it impossible for other applications to properly orient the page.

What does PDF optimization do?
PDF Optimization helps for reduce the size of PDF files. Saving space by removing embedded fonts, compressing images, and removing items from the file that are no longer needed also helps remove improper metadata and reduce the likelihood of malformed PDF's.

Why is page order important?
Resubmitting plans with the pages in the original order ensures that the Plan Checkers review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate, expedited document reviews.