DIGITAL PLAN SUBMITTAL POLICY

All commercial projects (exception for very small alterations on 8 ½”x11” sheets) and all new single and multi-family projects (except for site-specific repeats of master plans) need to be digitized. Small projects on 8 ½”x11” or 11”x17” do not need to be digitized.

The procedure is as follows:

1) The client must submit one (1) CD containing files of all final plan sheets larger than 11” x 17” only. The PDF files must include the professional designer(s) wet stamp and signature in PDF form. **ALL other documents 11” x 17” or smaller (i.e. drawings, calculations, manuals, soil reports, truss calculations, etc.) must be submitted as hard copies with required wet stamp and signature.** No exceptions will be allowed.
2) The submitted CD must be labeled with the plan check number and the complete address of the project, including suite or unit numbers.
3) CD’s are not required at initial submittal, but must be submitted once the plans are approved. This is because any changes or red-lines as a result of the plan check process must be reflected on the digitized documents.
4) The CD must be submitted and confirmed complete by the plan checker prior to permit issuance.
5) The digitized documents must be in PDF format. CAD drawings are not acceptable.