

## ELECTRONIC DOCUMENT STANDARDS

### FILE FORMAT

The following includes the file submission standards when uploading plans as part of your application. To support accurate measurements and searchable text, PDF files are preferred. Unlike scanned or raster files, such as JPEG, PNG, or GIF, vector files like PDFs are editable, scalable, and don't lose quality. All files must be unprotected and unlocked. ZIP files or PDF Packages/Portfolios are not accepted. For optimized performance, the file size of each submission file may not exceed 250 MB.

Different categories of documents should be submitted as separate, individual files, for example: Structural Calculations, Truss Calculations, Soils Reports, etc. Documents that contain multiple pages should be submitted as a single, multi-page file. Photographs copied onto the plans are preferred, but if submitted as a separate document, all photographs must be merged into one file. Rotate your plans so they are easily viewable—landscape (horizontal) for plans and portrait (vertical) orientation for supporting documents. Do not mismatch sheet sizes or orientation throughout the set. See our tips on the following pages.

- **File Type:** PDF preferred
- **Maximum File Size:** 250 MB
- **Format:** Vector preferred
- **Resolution:** 300 ppi
- **Layers:** Files must be flattened and full-size
- **Plan Sheet Size:** Min. 18" x 24"; Max. 36" x 48"
- **Supporting Document Size:** Min. 8.5" x 11"
- **Minimum Font Size:** 10 pt.
- **Color:** Black on white preferred (except for photos)
- **Grouping:** Multiple sheets within a single PDF

### FILE NAMING

The file name you give each plan or document must describe (1) the file contents and (2) include the submission order number, for example: **Architectural Plan Set – Submittal 1**. The same file name may be used for resubmittals, but the submission number should be incremented, for example: **Architectural Plan Set – Submittal 2**. Important: You must name the documents on your computer before beginning the document upload process, as you cannot change the name once you start the upload process.

- **Number of Characters.** File name may not exceed 200 characters, including the period and suffix
- **Invalid Characters.** Do not use any of these invalid characters: \* : < > ? / \ | ~ " # % & \* : < > ? / \ { }
- **Duplicate Name.** You cannot upload a document file name more than once on a record
- **Submission Sequence.** Include the number of the review (Submittal 1, Submittal 2, etc.)

### SHEET NUMBERING

PDF files containing plan drawing sets must contain a **PDF Bookmark** for each sheet that contains the Sheet Reference Number and a Sheet Title, for example: **A1.0 First Floor**. Plan sheet reference numbers must be unique within a Record—two different drawing sheets must not have the same sheet reference number. If

plans need to be revised, use the same sheet reference number for each subsequent version of the same drawing sheet. The suggested order of the table of contents is as follows:

- |                           |                   |
|---------------------------|-------------------|
| 1. C (Cover sheet)        | 6. E (Electrical) |
| 2. G (General notes)      | 7. M (Mechanical) |
| 3. CG (Cal Green)         | 8. P (Plumbing)   |
| 4. A (Architectural)      | 9. S (Structural) |
| 5. EC (Energy Compliance) | 10. L (Landscape) |

## VIEWING AND USING FILLABLE PDFS

Most City forms and applications are available online and formatted as a fillable PDF. Fillable PDFs allow you to complete a form right on your computer without needing to print the form and complete it by hand. Fillable PDF forms may be completed and saved using the free [Adobe Acrobat Reader](#) (software must first be downloaded and installed on your computer).

1. We suggest that you start by saving the empty form on your own computer. DO NOT use the Macintosh Preview program or Chrome PDF viewer to try and fill in the PDF. Most city forms and applications for development projects may be found on the [Forms & Applications](#) webpage.
2. Once saved, navigate to the file, and use the Adobe Acrobat Reader to open the empty PDF form that you saved on your own computer. Complete all the blanks and e-sign the fillable form.
3. Go to File > Save As, choose the PDF format, select the location on your own computer, and save the final completed form. Use the file naming rules described above to name your final form. Now you are ready to upload it to your online application.

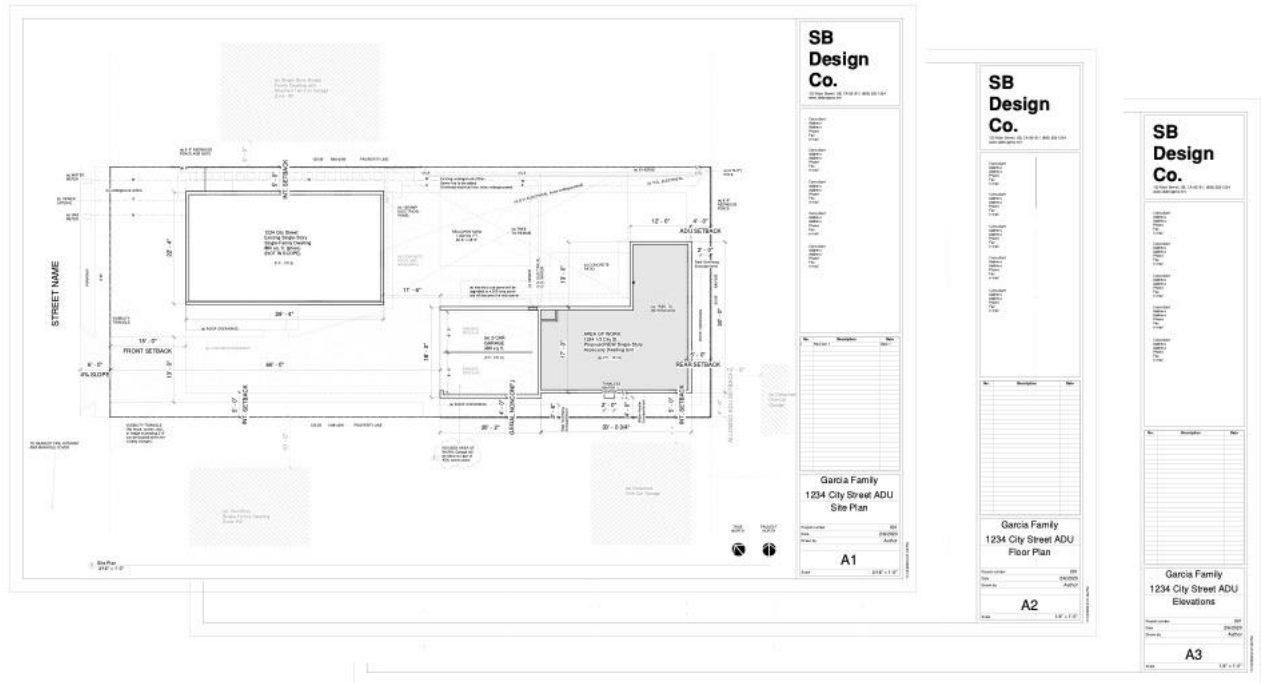
## COMBINING MULTIPLE JPGS INTO ONE PDF

If you have multiple scanned documents or photographs saved as individual JPEGs, you will need to merge them and submit the file as a single PDF to your online application. There are several options:

1. *Use Preview on a Mac.* Select the images in the Finder, right-click, and choose Quick Actions > Create PDF.
2. *Use Adobe Acrobat.* Go to the [Adobe Acrobat website](#), upload the files, reorder them, and click Merge files. Then download the merged PDF.
3. *Use File Explorer.* Navigate to the folder with the images, select them, right-click, and click Print. Choose Microsoft Print to PDF, select quality, and choose whether to include each image on a new page or multiple images on each page. Click Save button to combine selected pictures into one PDF file.

## TIPS FOR SAVING ELECTRONIC PLANS

All plan sheets should be saved together as one single PDF document



When saving PDF files, plans should be orientated to allow contents to be easily viewed without rotating.



Remember that necessary certifications/signatures must be included.

