



BUILDING PLAN REQUIREMENTS

Unless otherwise indicated, all submitted Plans must conform to the following guidelines:

A. **Plan Formatting Requirements:** All project plans and exhibits must comply with the following:

- **Title Block:** All plans require the use of a Title Block. Use the title block page provided in the Appendix.
- **Scale:** (Engineering and Architectural) Plans must be legible and drawn to scale. An engineering scale shall be used for the site plan and an architectural scale for floor plans, structural plans, and elevations. All plans must include an embedded graphic scale. All files shall maintain output scale and avoid “fit to page.”
- **North Arrow:** North direction should be towards the top of sheet unless infeasible.
- **Document Resolution:** Documents should be printed to PDF, in 8-bit grayscale or 1-bit monochrome at 300 PPI (Pixels per Inch). Avoid rendering maps and plans in 24-bit color (elevations, renderings, landscape plans exempt).
- **Images:** Include vector content only; no scanned images; scans of printed pages are not accepted (landscape plans exempt).
- **Layers: Remove layers; drawings must be flattened.**
- **Optical Character Recognition (OCR):** Perform OCR to render all text on project plans as searchable and selectable.
- **Reduce File Size:** Reduce/compress/optimize file size using in-software tools.
- **Unlock Files:** All digital files must be unlocked and/or otherwise unprotected to allow mark-up and embedding in other files/documents.
- **Standard Sheet Sizes:**

Document Description	Size	Orientation
Architectural Plans	24 x 36 inches	Landscape
Civil Plans	24 x 36 inches	Landscape
Landscape Plans (24 bit color accepted)	24 x 36 inches	Landscape

Assembling the Submittal Package: Assemble one complete submittal using the following guidelines:



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Bookmarks: Create digital bookmarks/hyperlinks for sheet number (e.g. C1.0) and sheet name (e.g. DEMOLITION PLAN) consistent with the document's table of contents

Separate Files: Provide complete, separate files for each document/document type (e.g. calcs, specifications, reports)

File Size: Submit documents as one complete PDF for files under 75 MB. Separate plans or maps into multiple PDF sets by discipline only when documents exceed 75 MB and/or contact City staff for direction on creating smaller file packages for submittal. Separate report appendices from the PDF of the body text when documents exceed 75 MB.

Hardcopies: The city does not accept hardcopies for building plans.