

PLAN CHECK DOCUMENT SUBMISSION STANDARDS

(Proceed to [Page 3 for Plan Check Resubmittal Requirements/Instructions](#))

INTRODUCTION

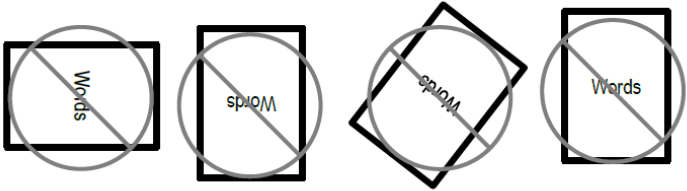
Online submittals save time, money, and reduce errors, when formatted correctly. Your project must comply with our digital submittal requirements. Submissions that do not comply with these requirements will be rejected and/or delayed.

NEW USERS

Before you plan to submit an application, please visit <https://glendaleca-energovweb.tylerhost.net/apps/SelfService#/home> to register for an online account.

PLAN FILE REQUIREMENTS

- ☐ **File Types:** All files must be in a PDF format. No .ZIP files will be accepted.
- ☐ **Font Types:** Arial is the preferred font. TrueType fonts are required. No decorative fonts will be accepted.
- ☐ **File Encryption:** Files cannot be password protected, locked, or encrypted.
- ☐ **File Scanning:** Plan files should not be scanned. Condition of Approval documents may be scanned and inserted into the documents.
- ☐ **Plan Orientation:** All pages must be properly oriented. Plans must be in landscape view, and oriented so that pages read upright. If any pages are upside down or sideways, the entire submission will be returned.

Permitted Plan Orientation	Prohibited Plan Orientations
	

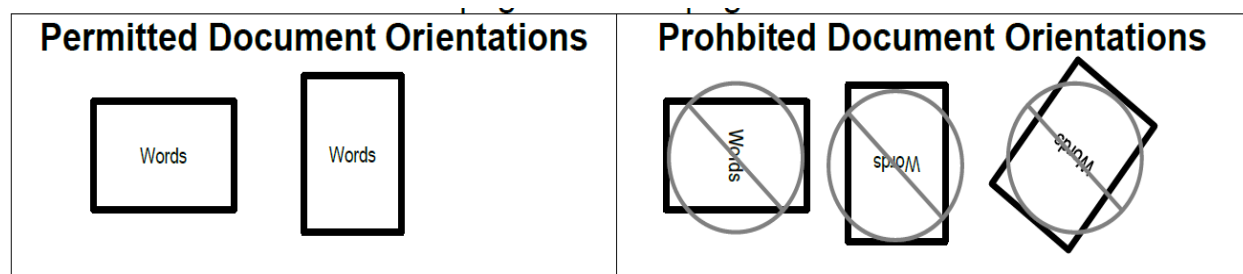
- ☐ **Export Settings:** Maintain output scale when exporting. Avoid “fit to page.” Print to PDF files shall be to scale and shall be submitted as Full size files.
- ☐ **Plan Size:** Plans must be a minimum of 11” x 17” for smaller projects (photovoltaics, room additions, etc.). Larger projects (new commercial, new residential, large tenant improvements) must be 24” x 36” (Architectural D). Print to PDF files shall be to scale and shall be submitted as Full size files.
- ☐ **Bookmarks:** Must indicate sheet name (e.g., S1.0) and sheet name (e.g., foundation plan).
- ☐ **File Drawing Style:** Most plan pages should be in black and white. Color pages shall only be used when appropriate (i.e., photometrics, elevations, rendering views, etc.)
- ☐ **File Numbers:** Page numbering must be positioned in the lower right-hand corner of the sheet.
- ☐ **File Size:** Individual File size CANNOT EXCEED 100MB.
 - There are various ways to reduce file size, including removing cad layers, search the web for various methods.

- **File Content:** Files should be flattened and/or optimized PDFs:
 - Flatten drawing layers when creating PDFs from CAD
 - Flatten files after-the-fact by using the “Save As/Flatten” option
 - Optimize PDFs using the “Optimize PDF” option within a PDF editor
 - After saving files to a PDF format, make sure that no comments or other editable content are available
- **Plan Sets:** Plans shall be submitted as one file. Supplemental documentation (engineering, geotechnical reports, etc.) may be submitted as a separate file.
- **Title Blocks:** Sheet title blocks shall remain consistent on each page of the plan sets, **including sub disciplines.**
- **Title Block Information:** All title block sheets must indicate project title, address, tract, parcel number, revision date, and number.
- **File Names:** Do not use “. & * () {} [] ^ \$ # @ !” or other similar characters in the file name. File names must follow the proper naming convention as demonstrated below (and listed on the next pages)
- **PDF binders** are the preferred method of combining sheets. Please do not use PDF Portfolios to combine sheets. PDF Portfolios are not compatible with our permitting software and will require for the files to be recreated.

SUPPLEMENTAL DOCUMENTATION REQUIREMENTS

Supplemental documents, reports, calculations, and studies must meet the following requirements:

- **File Types:** All supplemental files must be submitted as a separate PDF, unless otherwise specified
- **File Encryption:** All files must be unlocked, flattened, and unencrypted
- **Document Orientation:** Supplemental documents should be 8 ½” x 11” and oriented in a manner that the pages are all upright.



PLAN CHECK RESUBMITTAL REQUIREMENTS AND INSTRUCTIONS

Responses to all plan check comments/list and red-mark plans must be resubmitted with the revised plan submittal:

- ☐ All plan check resubmittal documents must comply with the PLAN CHECK DOCUMENT SUBMISSION STANDARDS listed above on this form. Submissions that do not comply with these requirements will be rejected and/or delayed.
- ☐ Return all original red-mark plans, plan check comments/list, calculations, documents and applications required to be resubmitted with the revised plan submittal package.
- ☐ In order to help expedite recheck and avoid delays, either provide a separate written response or write a response directly and next to each of the items or on the response line provided on the plan check comments/list and red-mark plans and indicate how each item is addressed and where it is revised on the new submittal.
- ☐ Incomplete or blank responses will delay recheck and approval and plans will be returned. All substantial revisions or additions must be fully clouded with a revision mark. Plans not clouded with a revision mark may also delay recheck and approval.
- ☐ Additional corrections may be required following review of the revised plans. Completion of the corrections and/or submittal of revised plans do not presume approval.
- ☐ Additional plan review fees may be assessed if the corrections are not addressed within **2-rechecks**.