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DEPARTMENT OF BUILDING  
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# Electronic Review for Site Compliance Plan Submission Standards

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## New Submissions

- ❖ Plan sets, up to 100 MB in size, should be submitted as a single file
- ❖ Plan set files larger than 100 MB should be broken into smaller files by sub-discipline, which may contain multiple plan sheets per discipline per file
- ❖ All files should be categorized as “Electronic Plans” when submitting through the permit portal
- ❖ Do not use special characters in your file name “.)(\*&^%\$#@!/?/>’. You may use letters, numbers, underscores, or hyphens
- ❖ Do not use date of submittal in the final name
- ❖ Each file should be submitted as a vector based PDF
- ❖ Do not submit password protected or locked PDF documents
- ❖ Orientation of the drawings should be landscape
- ❖ The following items should appear on each sheet of the submission:
  - North Arrow and Scale Bar
  - Project Name
  - File Name
  - Original date of the drawings
- ❖ All illustrations and text needs to be legible
- ❖ **All submitted files must conform to the naming standards outlined on the following page**
  - Failure the appropriately name any file in accordance with the standards could result in unnecessary delays

## Document/File Naming Standards

Files can be named with any text or descriptor of the submitter’s choosing, so long as the leading indicator of the file name corresponds to the chart below:

- ❖ For full plan sets, that do not exceed 100 MB, use the following leading indicator followed by a dash (“-”) to begin the file name:

<b>Full Plan Set Designator</b>	
<b>A-</b>	<b>Full/complete set of drawings</b>

- ❖ For plan sets that exceed 100 MB, break the plan set into sub-documents outlined in the following table, and use the corresponding leading indicator followed by a dash (“-”) at the beginning of each file name:

<b>Sub-Document Designators*</b>	
<b>A-</b>	<b>Cover Sheet</b>
<b>B-</b>	<b>Civil Site Plan (Without Utility Information)</b>
<b>C-</b>	<b>Zoning and/or Variance Text</b>
<b>D-</b>	<b>Utility and Grading Plan</b>
<b>E-</b>	<b>Landscaping Plan</b>
<b>F-</b>	<b>Architectural Elevations</b>
<b>G-</b>	<b>Certificate of Appropriateness/Approval</b>
<b>H-</b>	<b>Detail Drawings (Fencing/Walls, Bike Rack, Lighting, Etc.)</b>
<b>I-</b>	<b>Water Flow Rate Test</b>
<b>J-</b>	<b>Fire Truck Turn Exhibit</b>
<b>K-</b>	<b>Refuse Collection Waiver</b>
<b>L-</b>	<b>Comment Response Letter</b>
<b>M-Z</b>	<b>Other Documents Necessary for Review</b>

#### Examples

##### Full Plan Set (less than 100 MB):

A-123 Elm Street Renovation.pdf

##### Plan Set (larger than 100 MB):

A-Acme Headquarters Cover Sheet.pdf  
B-Acme Headquarters Civil.pdf  
D-Acme Headquarters Utility and Grading Plan.pdf  
F-Acme Headquarters Architectural Elevations.pdf  
H- Water Flow Rate Test.pdf

## Revised and Corrected Submissions

- ❖ Revisions should be submitted in the same scale as the original/previous submittal, with items located in the same position on each page. Rescaling or shifting items may lead to an increase in the review time.
- ❖ **Resubmitted documents must be submitted with the same name as the original submission, to ensure that the revised/corrected documents are recorded as a new version of a previous submission.**