CITY OF HAYDEN IDAHO

PREPARING PLAN REVIEW FILES

A. PREPARING PLAN REVIEW FILES ("PLANS") FOR SUBMITTAL

1. **File Drawing Style:** Plans should be plotted/drawn using a *black and white plot style with minimal gray scaling* to ensure documents are read properly. Colored pens are not encouraged because plan review markups will be drawn using colored sketches (and reduces the file size), though they are not prohibited.
2. **File Scale:** Plans must be drawn and saved "To Scale" to ensure proper measuring of lines and areas electronically. *Include a scale on each sheet or include the measurements for each object.*
3. **File Type:** Files intended for plan review must be saved in **PDF 1.3** format or greater.
4. **File Sizes:** The maximum upload size is **400 MB** at a time.
5. **File Orientation:** Properly oriented pages are encouraged. Although EPR provides a tool for rotating page view, it does not alter the page orientation within the PDF itself and may affect resulting deliverables.
6. **File Content:** Files should be *flattened and/or optimized* PDFs.
    - Do not submit files that Adobe reports as damaged or that Adobe cannot open.
    - Either flatten drawing layers when creating PDFs from CAD or flatten them after-the-fact by using the "Save As/Flattened" or "Optimize PDF" option within a PDF editor. (Adobe Pro is recommended.)
7. **File Encryption:** Do not submit password protected or encrypted (locked) documents, they will be rejected.
8. **File Scanning:** Scanned files are acceptable but must meet all other submittal requirements listed above. When scanning, be sure to properly align page edges on scanning bed so the pages are not skewed.
9. **Preparing File Sets:** You may select either option based on your process for preparing file sets:
    - Grouping and submitting plans in logical sub-sets, such as by discipline for distribution to specific reviewers.
    - Combine all plans into a single document to be distributed across all disciplines.

10. **File Name Characters:** Filenames should *not exceed 140 characters* in length.

Name	**DO NOT** include any of the following characters: **Symbol**
Exclamation Point	**!**
Asterisk	*****
Single Quote	**‘**
Back Slash	****
Semicolon	**;**
Colon	**:**
Ampersat (“at” symbol)	**@**
Ampersand	**&**
Equal Sign	**=**
Plus Sign	**+**
Dollar Sign	**$**
Comma	**,**
Forward Slash	**/**
Question Mark	**?**
Percent Sign	**%**
Pound	**#**
Period	**.**
Open Bracket	**[**
Close Bracket	**]**
Double Quote	**“**
Less Than	**<**
Greater Than	**>**
Vertical Bar, pipe	**|**

11. **File Name Format:** If required, name each PDF using the appropriate filename prefix from section C or D below, followed by an underscore character (_) and a description. *For example:* ELEC_Wiring Diagrams.pdf

B. PREPARING SUPPORTING DOCUMENT FILES ("ATTACHMENTS")

Supporting documents ("attachments") include application documents, calculations, soils reports, etc. in any format. Attachment files do not require special naming, except as noted below.

1. **File Types:** PDF, XLS, DOC, TXT, JPG, etc.
2. **File Sizes:** The maximum upload size is 400 MB at a time.
3. **File Orientation:** Properly oriented pages are encouraged. Although EPR provides a tool for rotating page view, it does not alter the page orientation within the PDF itself and may affect resulting deliverables.
4. **File Content:** Do not submit PDFs that Adobe reports as damaged or that Adobe cannot open.
5. **File Encryption:** Do not submit password protected or encrypted (locked) documents.
6. **File Scanning:** Scanned files are acceptable but must meet all other submittal requirements. When scanning, be sure to properly align page edges on scanning bed.
7. **File Naming:** Provide a unique descriptive filename, *not to exceed 140 characters* in length.
    - Do not include any of the following characters in the filename:

Name	Symbol
Exclamation Point	**!**
Asterisk	*****
Single Quote	**'**
Back Slash	****
Semicolon	**;**
Colon	**:**
At Sign	**@**
Ampersand	**&**
Equal Sign	**=**
Plus Sign	**+**
Dollar Sign	**$**
Comma	**,**
Forward Slash	**/**
Question Mark	**?**
Percent Sign	**%**
Pound	**#**

Period	**.**
Open Bracket	**[**
Close Bracket	**]**
Double Quote	**“**
Less Than	**<**
Greater Than	**>**
Vertical Bar, pipe	**|**

C. SUBMITTING CORRECTED PLANS & REVISIONS - WITH PARTIAL SUBMITTAL

Revised files are typically one of two types: (A) *required resubmittals*, or (B) *revisions* to previously approved documents. Each has different file naming recommendations, as noted below.

A. *For required resubmittals:* Use the EXACT same filename as the original submittal cycle. Do not modify the filename when submitting a new ‘version’ of plans or supporting documents – the system will manage versioning automatically. See chart below.

Cycle	Filename	Pages
1st Submittal	FIRE_Sprinkler Diagrams.pdf	**10**
2nd Submittal	FIRE_Sprinkler Diagrams.pdf	**7**
3rd Submittal	FIRE_Sprinkler Diagrams.pdf	**3**

B. *For revisions to previously approved documents:* **Provide a revised file name** instead of reusing the original filename. If resubmittals are required for revisions, continue to use this revised file name for subsequent resubmittal cycles. See chart below.

Cycle	Filename	Pages
1st Revision	FIRE_Sprinkler Diagrams.pdf	3
2nd Revision	FIRE_Sprinkler Diagrams **REV**.pdf	3
3rd Revision	FIRE_Sprinkler Diagrams **REV**.pdf	2

If you have been asked to resubmit corrected plans, and partial submittal is allowed, submit a plan set including only changed and/or new pages.

- Page order can be different than in the previous submittal, but pages should include sheet numbers whenever possible.

Font Style Guidelines

Certain fonts are more likely to result in successful sheet number identification than others. To provide the best chance for success:

FONTS SHOULD:

- Be large and easy-to-read
- Use standard **True Type** fonts (such as Arial, Calibri, Courier, Helvetica, etc.) with continuous, filled-in characters
- Provide adequate white space between each character
- Be from a high quality image if scanned (at least 150 DPI or higher, without significant compression artifacts)
- Ensure the Z coordinate value of the text is zero

FONTS SHOULD AVOID:

- Overly small text sizes
- Non-True Type fonts
- Fanciful formats that appear as italics, unfilled outlines, or with overlapping text, such as fonts that look like handwriting
- Compressed or stacked text (sheet numbers should not have anything written next to them or wrap onto a second line of text)
- Formats where '1' and 'L' and 'I' appear exactly the same
- Low quality image scans
- Modifying the original font through style option changes