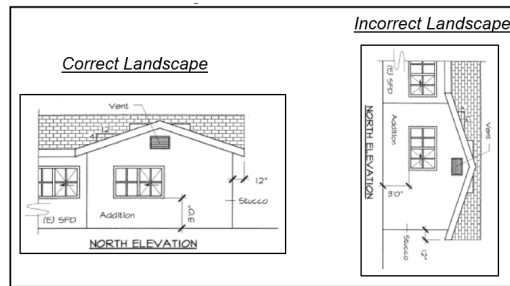




DIGITAL SUBMITTAL REQUIREMENTS

1.) Plans Creation Checklist

- File Type:**
 - PDF
- Protected/Locked Files:**
 - No
- Zip File:**
 - No
- Minimum Scale:**
 - 1/4" = 1'-0" for building plans, elevations, and sections
 - 3/4" = 1' - 0" for building details and sections
- Minimum Font Size:**
 - 10 pt. or 1/10" in height
- Sheet Count:**
 - Sheet index on cover sheet. Sheet count must match the submitted plan set.
- Bookmarks, Digital:**
 - Yes – must indicate sheet number (e.g., A1.0) and sheet name (e.g., FOUNDATION PLAN)
- Title Block.** All sheets must include:
 - Project Title and address (e.g., MARTIN RESIDENCE – 123 STREET, CITY, CA, 94303)
 - Sheet Number (e.g., A1.0)
 - Revision Number
 - Revision Date
- Grouping:**
 - Multiple Sheets – Set of Drawings must be combined into a single document. If the file size exceeds 100MB. Drawing set can be broken down into volumes by discipline including Architectural, Structural, MEP, etc.
- Resubmittals**
 - Plans must be in the same order as previous submittals. If the sheets are removed or added, sheet and previous sheet numbers must not be changed.
- Orientation:** Landscape



2.) Report and Calculation Creation Checklist

- File Type:**
 - PDF
- Table of Contents:**
 - Key sections must be identified in Table of Contents
- Page Number:**
 - All pages must be numbered
- Protected/Locked Files:**
 - No
- Zip Files:**
 - No
- Grouping:**
 - Multiple Sheets
- Orientation:**
 - Portrait
- Bookmarks, Electronic:**
 - Yes. Must be at a minimum consistent with Table of Contents
- Minimum Font Size:**
 - 10 pt. for electronically prepared files
- Font Style:**
 - Open Type for electronically prepared files.
- Signatures and Stamps:**
 - Cover page only (Engineering calculations, letters and reports).