



# BUILDING DEPARTMENT

## CITY OF ROCHESTER HILLS



### Standards for Electronic Plan Review Submission

#### Introduction

In an effort to streamline the plan submittal process, reduce paper waste, and reduce the expense and inconvenience of printing and delivering multiple copies of construction documents, the City of Rochester Hills has developed an electronic plan review program. Electronic plan review will allow concurrent reviews by City staff which should reduce review turnaround times and will support a consolidated corrections letter that applicants can use to track and respond to staff comments in a consistent and efficient manner.

Please prepare the documents using the following file preparation standards. These standards are designed to ensure not only consistency at the permit application stage, but consistency in the City’s long-term document retention system. If your documents do not follow these standards, your application may be placed on hold, which could delay the review.

#### Submittal Requirements

All documents submitted for electronic plan review are required to be in PDF format and shall meet the following formatting requirements:

1. PDF file names must meet the file naming conventions outlined below.
2. PDF files names should only include alphanumeric characters, underscores or dash. File names **cannot** include special characters (% , + , \$ , #) or the date.
3. PDF files must **not** be password protected or locked.
4. PDF files must **not** contain layers or comments.
5. Truetype fonts are required, SHX fonts are **not** always recognized by BlueBeam and may cause script errors.
6. Plan set must have bookmarks that list sheet number and sheet title.
7. Plan set must **not** have page sizes larger than 36x48 inches.
8. Plan set must have uniform content orientation and page alignment.
9. Plan set must be scaled and include scale bar on each sheet or include measurements for each object.
10. Resubmittals should be submitted using the same (exact) file names as the original submittal.
11. Resubmittals must not have reordered, inserted or omitted pages.

#### Preparing Plans for Submittal

##### File Naming Convention

Please group and submit plans in smaller, logical set to facilitate the review process. This can be accomplished by prefixing each file name with an industry standard discipline code. Choose the appropriate discipline code, insert an underscore character ( \_ ) between the code and the file name as shown in these examples.

Discipline Code	Separator	Submitted File names
A	_	A_Architectural.pdf
S	_	S_Structural.pdf
E	_	E_Electrical.pdf

- Do **not** use special characters in the filename (% , + , \$ , #). Use underscores ( \_ ) instead of spaces.
- Do **not** include the date or the project number in the file name.

**Note:** Resubmittals may be rejected if not submitted with a filename that exactly matches the original submittal filename. Retain a copy of the submitted file to later verify the filename and sheet order (during resubmittal).

## Layers and Comments

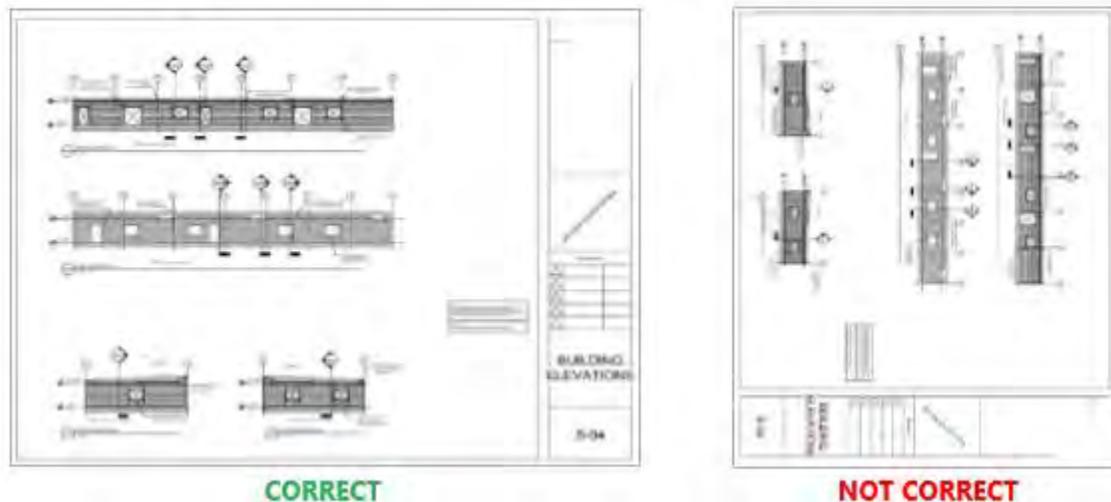
Do not submit documents with layers or comments. Flatten the drawing layers in the CAD program prior to creating the PDF, or use the 'Save As/Flattened' or optimized PDF option available in your PDF tool. Plans that have layers are not acceptable.

## Page Size

PDF files must **not** have page sizes larger than 36" x 48". To check that pages are properly sized, open the document and hover over the bottom left corner of the page. Scroll through each page to make sure the page size is not larger than 36" x 48".

## Content Orientation

Pages (sheets) must all be properly oriented, meaning content is upright, not sideways or upside down, so that the document can be viewed without rotation. To check that pages are properly oriented, open the document and do a 'print preview'. Scroll through each page in the preview window to make sure the pages are properly oriented.



## Alignment

Plan set drawings must be created in your CAD program so that drawing perimeters and objects 'line up' exactly when overlaid electronically.

- Revised/corrected plan versions must spatially 'lineup' with the original submittal to facilitate comparing resubmittals electronically.

## Scale

Plans must be 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.

## Scanned Plans

Paper plans scanned from a photocopy to PDF format are acceptable, but should be legible and meet the requirements noted in the Preparing Plans for Submittal section above.

After scanning a document, open it and select “File” then “Save As” and ensure the PDF file name meets the file naming convention. Be sure to check that the scanned pages are properly sized.

## Supplemental Documents

Supplemental documents or attachments are any files not part of the plan sets. These may include Permit Applications, Geotechnical Reports, Structural and Energy Calculations, etc. They must also be submitted in PDF format with unique and descriptive file names.

## Submitting Resubmittals and Revisions

Revised files are typically one of two types: (1) required ‘Resubmittals’, or (2) ‘Revisions’ to previously approved documents. Revised files should meet the following requirements, in addition to those listed in the Preparing Plans for Submittal section above. Failure to comply with these requirements will delay processing of your submittal.

Resubmittals and Revisions have different file naming requirements, as noted below:

- For required ‘Resubmittals’: Use the EXACT same filename as the original submittal. Do not change the filename when submitting a new ‘version’ of your plans or supporting documents – the system tracks versioning automatically.
- For ‘Revisions’ to previously approved documents: Add ‘REV#’ to the end of the filename for the submitted revision, where the ‘#’ represents the sequence of submitted revisions. In the event a revision requires a resubmittal, continue to use the same (exact) revision file name for subsequent resubmittals. See the table at the end of this section.

Do **not** reorder, extract or insert pages in the middle of your corrected plan sets. Revised/corrected plans must be submitted in the same (exact) page order as the previous submittal. For example, if the initial plan set submitted consisted of 20 pages (sheets) and was returned to you for corrections, your resubmittal must contain 20 pages and in the same page order.

Do **not** remove pages from your corrected plan set. If pages need to be removed, place a ‘slash’ across those pages, mark them as ‘Omit’, and include the date they were omitted.

Place new pages at the end of the corrected plan set document. Do **not** place new pages in the middle or beginning of the document. Do not reorder pages within the document.

Please contact the Rochester Hills Building Department at 248-656-4615 should you have any questions.