

## Electronic Plans Requirements

### Overview

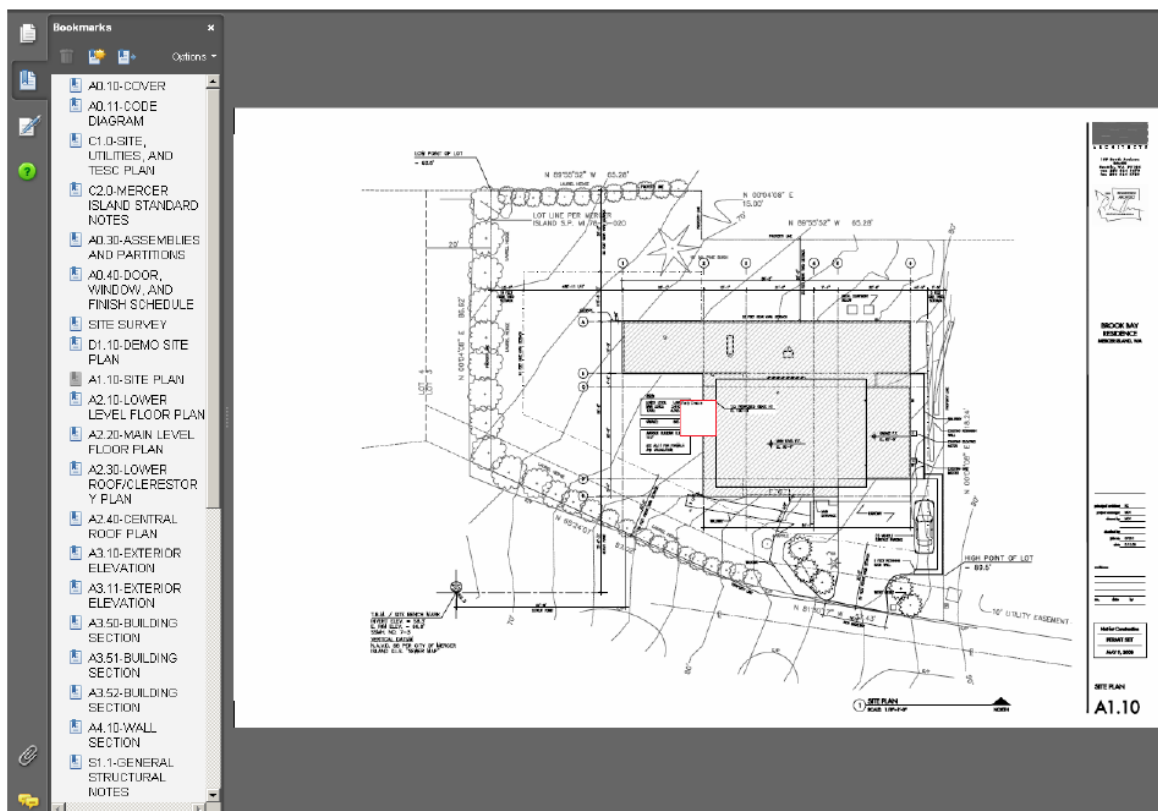
These instructions outline the document and drawing requirements for plans submitted electronically through MyBuildingPermit.com.

### Electronic Plan and Document Requirements

- Document must be in Portable Document Format (PDF).
- File size should not exceed 250 MB.
- Security settings must allow reviewer editing.

### Drawing Requirements

- Orient all sheets so the top of the page is always at the top of the computer screen and set to landscape orientation.
- Fully dimension all building plan sets, including framing plans.
- Bookmark all sheets so the reviewer can easily move through the plan set (see example below).



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### Font Type and Size

All text should be easily readable when printed. Clarity must be equivalent to or better than the theme fonts Arial, Gill Sans or Tahoma. Font size should be 10 pt.

### Scanned Documents

PDF documents produced by scanning paper documents are inherently inferior to those produced from electronic sources and the document file size is greatly increased.

PDF documents created from electronic sources are preferred; however, documents which are only available in paper format can be submitted. Paper documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed.

Scanning should be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size.

**Note:** *All electronic documents submitted to jurisdictions through MyBuildingPermit.com are subject to public disclosure laws.*