

Electronic Plans Requirements

Below are the instructions for the document and drawing requirements for plans submitted electronically through MyBuildingPermit.com during the plan review application process. The below are general guidelines, please check with each jurisdiction for any additional requirements for specific documents.

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.
- Orient as landscape.
- Fully dimension all building plan sets, including framing plans.
- Bookmark all sheets so the reviewer can easily move through the plan set.

Font Type and Size

- Text should be easily readable when printed.
- Equivalent to the following font themes: Arial, Gill Sans, or Tahoma.
- Font size should be 10 pt.

Scanned Documents

PDF documents created from electronic sources are preferred as PDFs produced by scanning paper documents are inherently inferior and larger in size, causing issues when trying to upload or review. However, documents which are only available in paper format can be submitted with the following considerations:

- Scanned at a resolution which ensures 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 and online through MyBuildingPermit.com are subject to public disclosure laws.*