Electronic Document Review (EDR)

Submittal Requirements

Electronic Document Review Submittals:

EDR submittals should include the following content. All files should be PDF format and be named according to the naming convention found in the "naming" section

EDR Submittals	
Document description:	Included in which submittal type:
Site, Architectural, Mechanical, Electrical, Plumbing, Structural, Civil, Landscape, and Urban Forestry plans. All plans should be combined into a single document (include Page Bookmarks in PDF Version 11) and be less than 256 MB.	Plans
Legible Certified Copy of the legally recorded plat	Plat
COMcheck, RESNET, IC3, Energy Star, or ASHRAE 90.1 Reports. A separate report is necessary even if included in building plans.	Energy Code Documents
City Permit Application, Zoning Use Verification Form, Monotony Diagram, and similar City Forms	Forms
Design professional letters, requested product information, and similar informational documents	Correspondence
Revised plans in response to plan review comments in the same format as originally submitted	Plan Revisions

Plans

Every application will require some sort of plan. The more complicated the project, the more involved the required plan submittal will be. All building plans shall be contained within a single PDF file. Each section of the application shall be bookmarked (see bookmark section for more info.) for easy referencing during the plan review process.

Plat

A scanned certified copy of the property's legally recorded plat is required for any new structure or expansion of an existing structure. The scan must be legible and include all portions of the plat.

Energy Code Documents

The energy code report is compared against the provided plans to determine if the proposed construction complies with the adopted International Energy Conservation Code. The City accepts "Energy Star", "REM/*rate*", and "IC3 Reports" for residential construction. More information about each report is available on the internet by searching for the product name. The most common option for commercial buildings is COMcheck, for approval of another program please contact the Building Code Administrator.

Submittal Standards:

All digital files shall comply with the following standards. Deviation from the standards could cause delays in the application process:

File format:

1. All digital document files must be MS-Windows (i.e. not Apple OS) compatible. This does not mean that you cannot create the files on a MAC platform and convert them.

2. All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat XI (11) Professional. Older versions of Acrobat may be used, but staff will provide corrections in Acrobat 11 format only due to security restrictions. PDF's shall be a first generation vector based file (direct conversion from AutoCAD, ArchiCAD, MS Word, etc.). Scanned plans (i.e. plans, elevations, sections, details) will not be accepted. However, scanned plats, correspondence, energy code documents, and forms will fine.

Security:

Document security must allow users to mark up plans, create comments, and add or remove sheets as necessary.

Scale:

Plans must be generated at a defined scale (i.e. ¼"= 1', ½"= 1', etc…) to allow staff to verify dimensions and areas using the Adobe Acrobat measurement tools. Graphic scales may also be include but are not required.

Page Orientation:

All plans must be set to landscape orientation with the top of the page at the top of the monitor. A north arrow shall be included on all plans. Other submittal types may be set to either landscape or portrait orientation with the top of the page at the top of the monitor.

Naming:

The files should be named based on street address, the submittal, and the type of submittal. For initial submittals it would look like this:
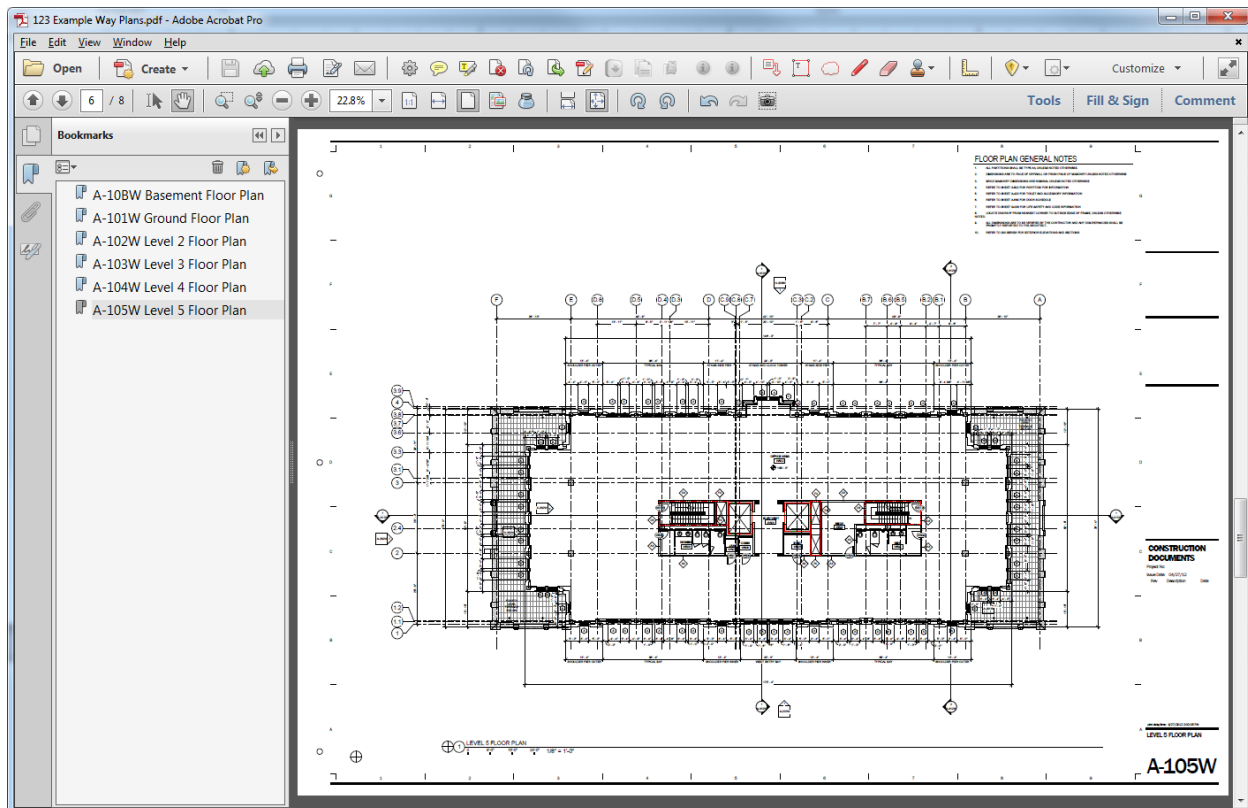
> 123 Example Way – SUB 1 – Plans
> 123 Example Way – SUB 1 – Plat
> 123 Example Way – SUB 1 – Energy Code Documents
> 123 Example Way – SUB 1 – Forms

Subsequent resubmittals should follow the same protocol with the next higher submittal number:

> 123 Example Way – SUB 2 – Plans
> 123 Example Way – SUB 2 – Plat
> 123 Example Way – SUB 2 – Energy Code Documents
> 123 Example Way – SUB 2 – Forms

Bookmarks:

All plan sheets shall be contained in a single PDF File. To facilitate references during the plan review and intake process each sheet should be bookmarked with the sheet number and title (see example). Please ensure that the complete pages show prior to bookmarking by selecting. This can be done by selecting this icon from the tool bar:
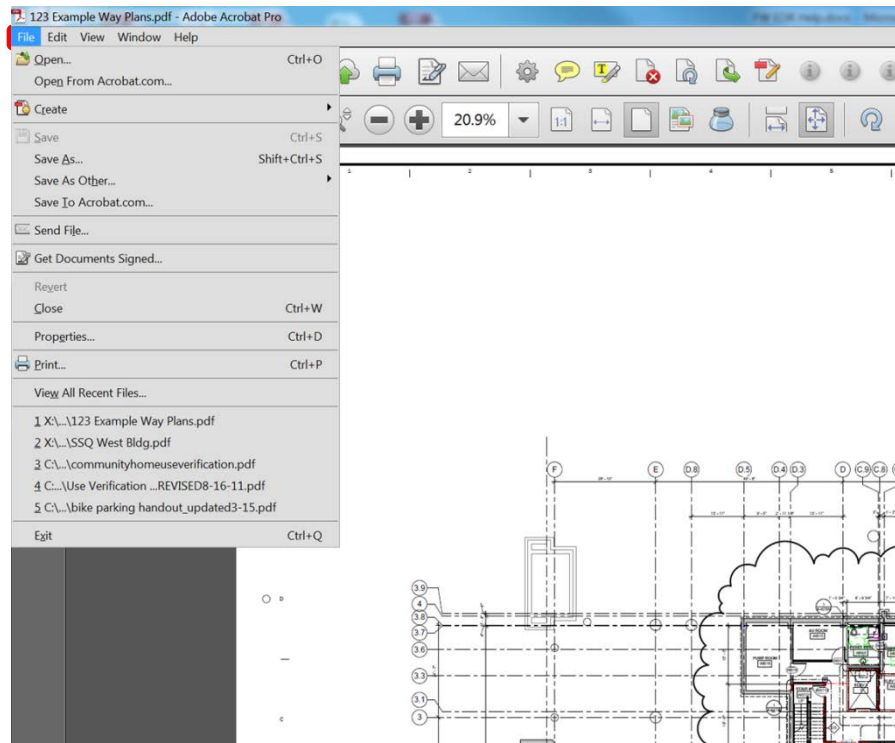

File Size:

All files to be uploaded must be less than 256 MB. Files should be reduced to the smallest size possible to provide quick access to the files. To reduce file sizes within Acrobat 11 Pro, select "Save As Other" then "Optimized PDF…", settings "Mobile" with a "Make compatible with:" Acrobat 10.0 or later. If any of your files are larger, please contact the Planning and Development Department's IT staff (for assistance prior to submittal or resubmittal.

Compatibility:

The process described above under *File Size* must be followed to insure that the PDF files are as small as possible, but also to ensure compatibility with the City's process. To verify that your files are saved in the appropriate compatibility, with the file open in Acrobat 10 (also called Acrobat X) or Acrobat 11 select *File*, and then *Properties.*

This will open the *Document Properties* window. Within this window select the Description tab. In the lower portion of this window in the advanced box will be displayed the *PDF Version* which the file is currently compatible with. Acrobat X is equivalent to Acrobat 10. This is the minimum. Anything older will not work.