

**ELECTRONIC PLAN REVIEW SUBMITTAL RECOMMENDATIONS
INFORMATION COVER PAGE**

The Health Facilities Engineering Section (HFES) is in the process of converting to an electronic plan review system. As part of this process we will accept electronic blueprints that meet the criteria in the following pages titled ***Electronic Plan Review Document Submittal Recommendations***.

You can submit blueprints electronically in PDF format to BCHS-ePlanReview@michigan.gov

You can also submit blueprints on a CD or Flash drive via the US mail system.

At this time, we cannot receive electronic payment and the [HFES Application for Plan Review](#) and all plan review fees will need to be submitted through the US mail system to the address below.

Health Facilities Engineering Section (HFES)
Health Facility Division – LARA - BCHS
Attn: Jim Scott, PE, Manager
611 W. Ottawa St. – 1st Floor
Lansing, MI 48933

Please contact HFES at 517-241-3408 or send an email to BCHS-ePlanReview@michigan.gov for electronic plan submittal questions which are NOT facility specific. Please contact your assigned HFES reviewer for questions about a specific facility or project.

Electronic Plan Review Document Submittal Recommendations

Please use the following instructions to prepare your documents for electronic plan check. Note that Plans and supplemental documents/attachments have different submittal recommendations.

A. SUBMITTING PLANS AND PLAN SETS

Each 'Plan' (or 'Plan set') must be saved in **PDF format**. Please flatten the drawing layers in your CAD program before creating the PDF. Bookmarks are helpful and encouraged.

▪ Naming Plan Sets:

1. For small plan review projects, where the page count is under 25 pages, creating a single PDF document is acceptable and the file name should be unique and descriptive of the project itself.

<i>Small Project Filename Recommendations</i>
Smith Family Solar Panel Plans.pdf
123 Main St Remodel Plans.pdf

2. For larger projects, we recommend grouping and submitting plans in smaller sets to facilitate the electronic plan review.

One way to accomplish this is to prefix each filename with an industry standard discipline code (see the Discipline Code Chart below). Choose the appropriate discipline code and insert an underscore character (_) between this code and the filename, as shown in these examples.

<i>Discipline Code</i>	<i>Separator</i>	<i>Plan Filename</i>	<i>Submitted Filenames w/ Discipline Code</i>
S	_	123 Main St Remodel Plans	S_123 Main St Remodel Plans.pdf
P	_	123 Main St Remodel Plans	P_123 Main St Remodel Plans.pdf
F	_	123 Main St Remodel Plans	F_123 Main St Remodel Plans.pdf

If you choose not to use Discipline codes, please ensure that the filenames are descriptive and unique. This will assist the plan review staff with distributing the documents.

DISCIPLINE CODE CHART

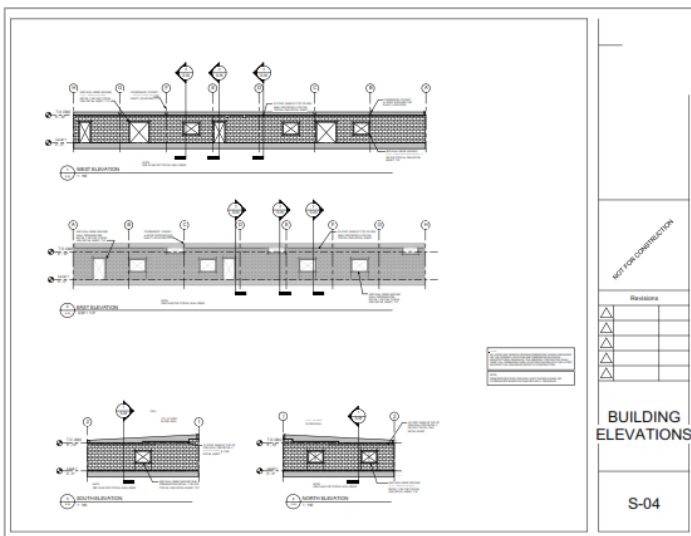
A – Architectural
B – Geotechnical
C – Civil
D – Process
E – Electrical
F – Fire Protection
G – General
H – Hazardous Material
I – Interiors
J – Justice / Detention
K – Food Service
L – Landscape

M – Mechanical
O – Operations
P – Plumbing
Q – Equipment
S – Structural
T – Telecommunication
U – Railway
V – Survey / Mapping
W – Civil Works
X – TITLE 24 / Other Disciplines
Y – Security
Z – Contractors / Shop Drawings

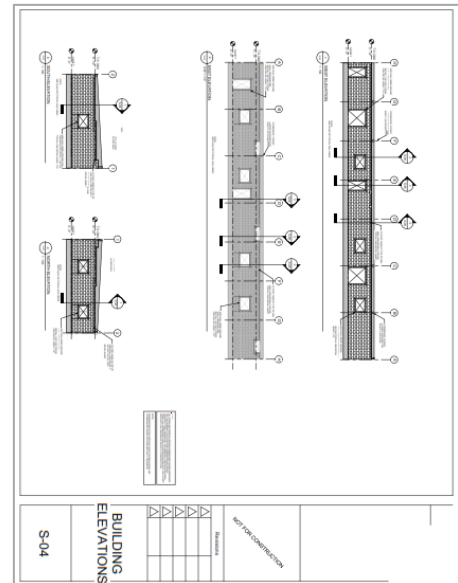
SUBMITTING PLANS AND PLAN SETS cont.

▪ Page Orientation and Alignment

1. Pages must all be properly '*oriented*', meaning upright, **not** sideways or upside down, so that the document can be viewed without rotation. Failure to submit correctly oriented plans may result in a 'Hold' being placed on a submittal, which will delay review.



CORRECT



NOT CORRECT

2. Alignment: Plan drawings must be created in your CAD program so that drawing perimeters 'line up' exactly when overlaid electronically. Overlays are used to compare the differences between plans.
 - Revised/corrected plans must 'line up' with the original submittal to facilitate comparing versions electronically.
3. Plans must be saved at 'full size' and "to-scale" (100%) to ensure proper measuring of lines and areas electronically.
4. Plans should be plotted/drawn using a black and white plot style. Grayscale, monochrome and colored pens are not acceptable.
5. Please do not submit 'password protected' or 'locked' documents.
6. Paper plans scanned from a photocopy to PDF format are acceptable, but should be clearly legible and follow the same rules noted above.

B. Naming SUPPLEMENTAL DOCUMENTS

Supplemental documents or attachments consist of any files that are not CAD plans. These may include Soils Reports, Specifications, Calculations, images, etc. These must also be submitted in **PDF format with a unique, descriptive filename**.

C. Submitting REVISION/CORRECTED/UPDATED DOCUMENTS

1. **Use the EXACT same filename as the original submittal.** Do not change the file names when submitting new 'versions' of your plans. (See the chart below.)
2. Do not *reorder, extract or insert* pages in the middle of your corrected plan sets. For example, if a 4-page set of structural plans was returned to you for corrections, resubmit a 4-page set of corrected structural plans in the same page order.
3. **Rearranging, extracting or inserting pages out of order will result in delays for completing your plan review.**
4. If *new* plans, plan sets or supplemental documents are being submitted:
 - A. Revised/corrected plans **must** be submitted in the same page order as the previous submittal.
 - B. 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.
 - c. If pages need to be removed from the plan set, instead of excluding them, place a 'slash' across those pages in CAD, mark them as '*Omit*' and *include the date they were omitted*.

The chart below shows the addition of two pages to the *Fire Sprinkler Diagrams.pdf*. (The new pages are placed at the end of the set, as page 4 and 5.)

1 st Submittal Filename (Original)	Pages	2 nd , 3 rd , ... Submittal Filenames (Revisions)	Pages
S_123 Main St Remodel Plans.pdf	14	S_123 Main St Remodel Plans.pdf	14
P_123 Main St Remodel Plans.pdf	20	P_123 Main St Remodel Plans.pdf	20
Fire Sprinkler Diagrams.pdf	3	Fire Sprinkler Diagrams.pdf	5
123 Main Street Remodel.pdf	15	123 Main Street Remodel.pdf	15

Why is this important?

Resubmitting the pages in the original order ensures that the Plan Checkers review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate, expedited document reviews.