The following details the recommended **Submission Standards** when using **DigEplan Electronic Plan Review**

Submission File Format Requirements:

- To support the long term archive and retrieval of plans and the supporting documents, it is recommended that only PDF files are accepted (however DigEplan does support additional native office, image and CAD formats).
- To support accurate measurement, the ability to search for text and for optimized performance, applicants should only submit vector files. Files containing raster or scanned content can be viewed and processed in DigEplan, but for the reasons listed, vector is recommended.
- All text in submitted PDF files should be searchable
- PDF files must NOT require a password in order to view or to restrict the PDF permissions within the file
- For optimized performance and integration with the permitting system, the file size of each submission file should not exceed 250MB
- PDF Packages / Portfolios are not accepted
- US States that require professionals such as engineers and architects to Digitally Sign their submission files, provide links to the associated State Statutes that detail the digital signature requirements.

File Naming Standards:

- The file names of Plans and Supporting Documents should describe the file contents and include the submission order number, for example **Architectural Plan Set – Rev001.pdf**
- The same file name should be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – Rev002.pdf**

Plan Sheet Numbering Standards:

- PDF files containing **Plan / Drawing Sheets** should contain a PDF bookmark for each sheet, that contains the **Sheet Reference Number** and optionally a **Sheet Title**, for example **A1.0 LOWER FLOOR**
- It is recommended that **Sheet Reference Numbers** conform to the **American CAD standard**. This is not a mandatory requirement, but will assist the municipality's Plan Reviewers, by allowing them to easily group and filter the sheets in DigEplan based upon discipline / trade, for example **Architectural, Civil, Electrical, Mechanical, Plumbing, Structural** etc. The **Sheet Reference Number** should contain a prefix for each discipline / trade, for example **A** for **Architectural** and **C** for **Civil** then the **Sheet Number**, for example **1.01 to 999.99** and optionally a **Sheet Title**, for example **LOWER FLOOR** or **UPPER FLOOR**
- **Plan Sheet Reference Numbers** should be unique within a **Case,** two different drawing sheets should not have the same **Sheet Reference Number**
- **Plan Sheets** should be correctly orientated in the PDF submission file, to allow the Sheets to be viewed without needing to rotate the sheet, typically Landscape
- If **Plans** need to be revised and resubmitted, exactly the same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet
- Plans should be generated to a fixed scale, for example ¼" to 1', 1/8" to 1', 1cm to 1m

Supporting Document Standards:

- Supporting documents should be submitted as separate files and not combined as part of a plan sheets submission file
- Documents that contain multiple pages, for example Structural Calculations, should be submitted as a single, multi-page file.
- Different categories of supporting documents should be submitted as separate files, for example Structural Calculations, Engineering Calculations, FEMA, CEQA
- Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait

Resubmittal:

- The same file name should be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – Rev002.pdf**
- If **Plans** need to be revised and resubmitted, exactly the same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet
- Resubmitted plans should use the same file format as the previous submission, for example PDF, each sheet should be the same page size, page orientation and drawing scale as the previous submission

Example Level 1 Discipline / Trade Sheet Reference Prefix:

Discipline / Trade	**Sheet Reference Prefix**
Architectural	A
Civil	C
Demolition	D
Electrical	E
Fire	F
General	G
Landscape	L
Mechanical	M
Plumbing	P
Structural	S
Zoning	Z