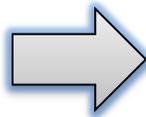




**State of Minnesota**  
**Department of Labor and Industry**  
**Construction Codes and Licensing Division**  
**ePlans Applicant User Guide**  
**Submission Guidelines**



## Document Submission Guidelines

This document contains standards for construction document submittals and reviews. Adhering to standards for file naming, file types, orientation, etc., contributes to an efficient and timely review.

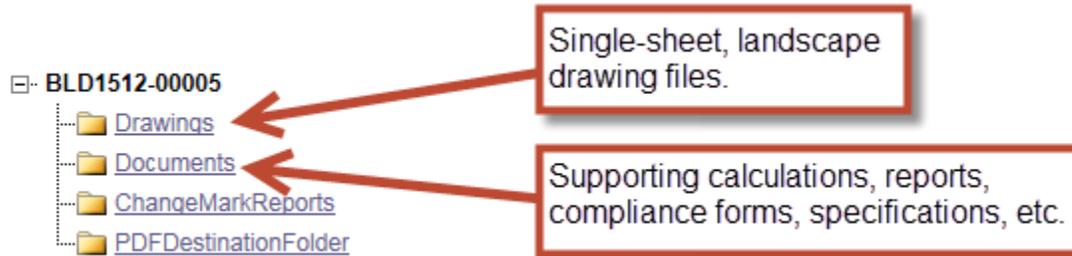
### Required Documents

Refer to the chart below for Building and Plumbing Plan Review required documents. Upload all materials that are appropriate for your project.

Building Plan Review Required Materials	Plumbing Plan Review Required Materials
<ol style="list-style-type: none"> <li>1. Complete set of Plans and Specifications</li> <li>2. Addenda and/or Change Orders</li> <li>3. Code Record</li> <li>4. Sample Structural Calculations</li> <li>5. Special Inspection Program</li> <li>6. Soils Investigation Report</li> <li>7. Energy Code Compliance Forms</li> </ol>	<ol style="list-style-type: none"> <li>1. Utility Site Plan: Show the building, service lines, pipe sizes, slopes, materials, and well and septic system locations on the property. If no new service connections will be installed, include a statement.</li> <li>2. Floor Plan: Show all fixture locations, all horizontal drainage pipe locations and all pipe sizes for new plumbing.</li> <li>3. Roof Plan: Show the location of roof drains and the roof area served by each roof drain. If no internally piped roof drain will be installed, include a statement.</li> <li>4. Water Riser Diagrams: Isometric drawings of the water supply system showing all pipe sizes and all fixtures.</li> <li>5. Soil, Waste and Vent Riser Diagrams: Isometric drawings of the waste and vent system showing pipe sizes and fixtures.</li> <li>6. Plumbing Specifications: Include a list of the manufacturer and model numbers of the plumbing fixtures, a list of pipe materials including the quality standard (ANSI, ASTM, etc.), testing and disinfection procedures.</li> </ol>

## Folder Structure for Uploaded Drawings and Documents

Each drawing sheet must be uploaded as a separate file. Multi-page drawings are not permitted. Plan drawings are uploaded to the “Drawings” folder. Supporting documents, which can be multi-page, are uploaded to the “Documents” folder. See the Uploading Plans section of the User Guide for detailed instructions.



## File Types

Native drawing file formats, such as DWG, DWF, DGN, and DXF are accepted. Vector PDF files are also accepted if you wish to export your drawings in a non-native format. Uploaded drawings must be single-page files and must be in landscape orientation. ProjectDox supports many other native file types in addition to the ones listed above. These are also acceptable.

Supporting document files should be submitted as PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG, or BMP. When submitting PDF files, searchable PDF files are preferred.

## Drawing Sheet Layout and Stamp Location

ePlans will electronically stamp plans at the conclusion of the review. The standard stamp location is in the lower right-hand corner of drawings and documents.

### Building and Plumbing Projects

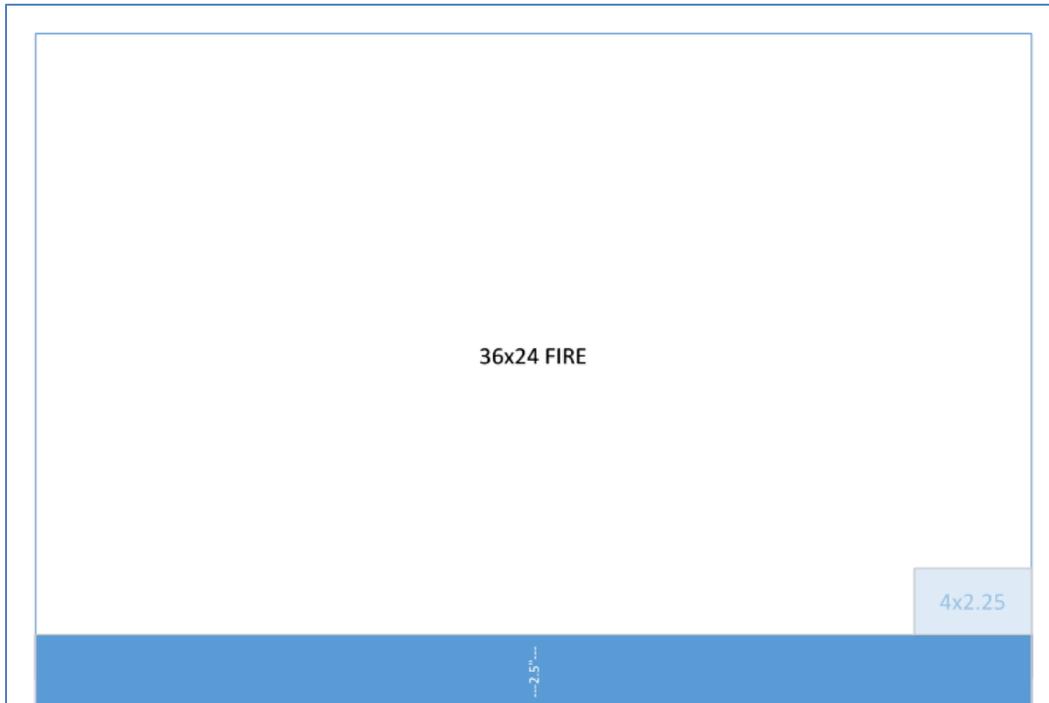
Stamps for drawings larger than 17 x 11 are designed to accommodate a 4 inch wide vertical title block along the right edge of the drawing and a 1 inch border. The stamp is 5 inches wide by 3 inches high and will be placed adjacent to the title block and margin in the bottom right corner of the drawing. Approval stamps have a transparent background. Content behind the stamp will be visible but may be obstructed by the stamp's text and graphics.



For 8.5 x 11 documents and 17 x 11 drawings the stamp will be 2.5 inches wide by 1.5 inches high. Stamp placement for 17 x 11 drawings is in the lower right corner and assumes a 1.5 inch title block and a 0.25 inch border. Stamp placement on 8.5 x 11 documents is in the lower right corner and assumes a 0.5 inch border all around.

## Fire Sprinkler Projects

Stamps for Fire Sprinkler drawings are designed to accommodate a 2.5 inch horizontal title block along the bottom of the drawing and a 1 inch border. The stamp for Fire Sprinkler drawings is 4 inches wide by 2.25 inches high and will be placed adjacent to the title block and margin in the bottom right corner of the drawing.



## Sheet Sizes

Common drawing sheet sizes are supported and listed below. Other sheet sizes and layouts will also be accepted but stamp location may cover drawing or document content:

- 48 x 36
- 42 x 30
- 36 x 24
- 34 x 22
- 24 x 18
- 17 x 11
- 8.5 x 11

## File Naming Standards

Drawing and supporting document file names must remain the same for all re-submittals. Submittals will be rejected if file names change.

Drawing file names should include a discipline identifier and a sheet number. See the chart below for suggested identifiers. Preferably, the file name will also include a sheet name. (e.g. A-001-FIRST LEVEL FLOOR PLAN). Alternatively, the file name may begin with a sheet number

followed by the discipline identifier and descriptive text (e.g. 400-A-FIRST LEVEL FLOOR PLAN). There is some flexibility in naming files. Alternate naming conventions will be allowed as long as they are logical and meaningful. Including an index of drawings with sheet numbers and names will help to the plan reviewer.

When submitting supporting documents it is important for file names to be representative of their content.

File names must not exceed 70 characters in length.

Discipline	Character	Sheet Number	Description
General	G	000-999	Cover Sheet, Code Data, Codeplan, etc.
Civil	C	000-999	
Landscaping	L	000-999	
Architectural	A	000-999	
Structural	S	000-999	
Mechanical	M	000-999	
Electrical	E	000-999	Includes Fire Alarm Systems
Plumbing	P	000-999	
Sprinkler	SP	001-999	Foundation/Basement
Kitchen	K or FS	001-999	Food Service
Medical Gas	MG	001-999	