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
1. Complete set of Plans and Specifications 2. Addenda and/or Change Orders 3. Code Record 4. Sample Structural Calculations 5. Special Inspection Program 6. Soils Investigation Report 7. Energy Code Compliance Forms	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. 2. Floor Plan: Show all fixture locations, all horizontal drainage pipe locations and all pipe sizes for new plumbing. 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. 4. Water Riser Diagrams: Isometric drawings of the water supply system showing all pipe sizes and all fixtures. 5. Soil, Waste and Vent Riser Diagrams: Isometric drawings of the waste and vent system showing pipe sizes and fixtures. 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.

Folder Structure for Uploaded Drawings and Documents

Each drawing sheet must be uploaded as a separate file. Multi-page drawing files 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

Files must be PDF files. **Uploaded drawings must be single-page files and must be in landscape orientation.**

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, Manufactured Structures, 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.

42x30
1" Border
4" Title Block

--- 4" ---

5x3

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.

17x11

----1.5"---

2.5x1.5

8.5x11

2.5x1.5
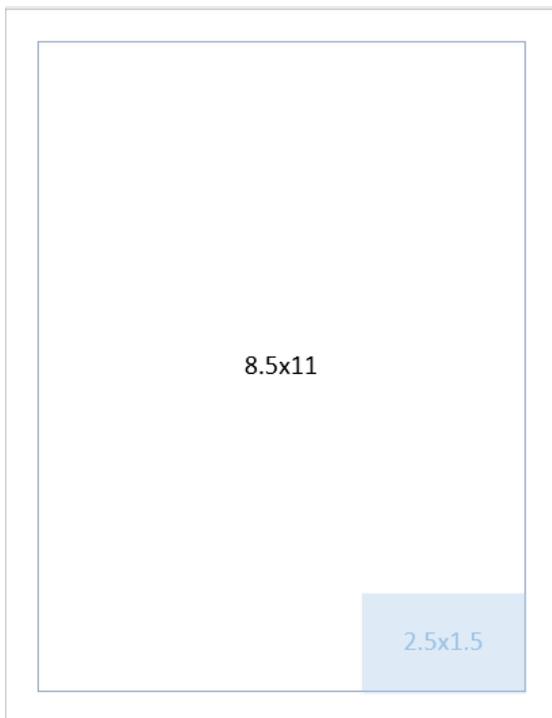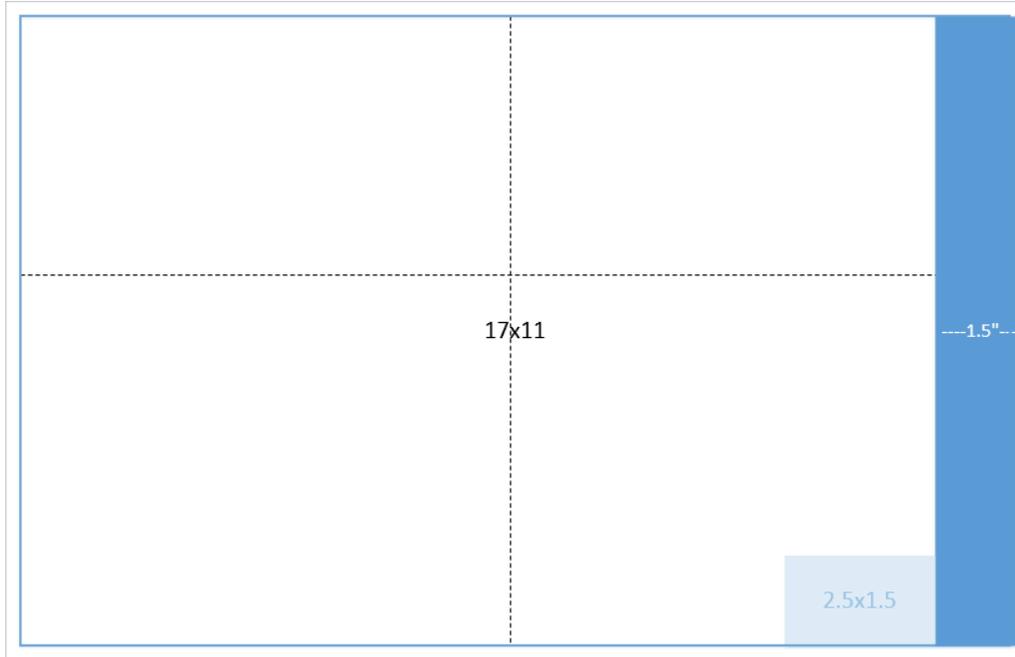
Fire Sprinkler Projects

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.
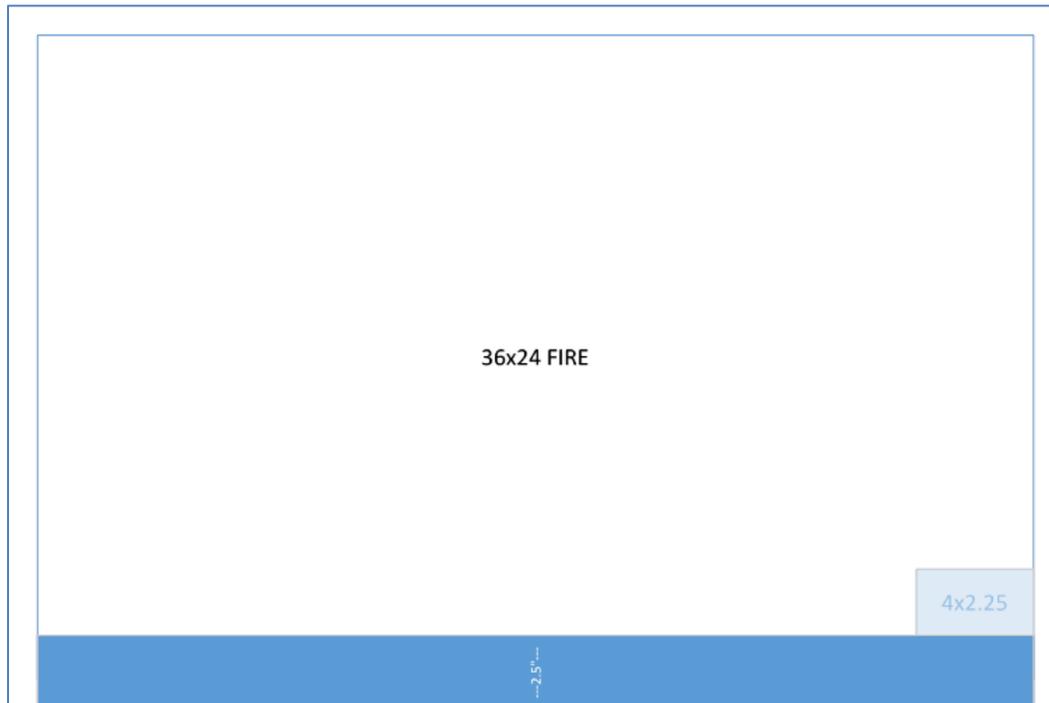
Sheet Sizes

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 file names should include a discipline identifier, sheet number, and a brief sheet name. See the chart below for suggested identifiers. An example drawing file name that meets the standard is "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). Alternate naming conventions will be allowed if they are logical and meaningful. Additionally, including an index of drawings with sheet numbers and names will be helpful to the plan reviewer.

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

Note: File names should not exceed 60 characters in length.

Suggested Drawing Sheet Identifiers				
Discipline	Character	Sheet Number	Description	File Name EXAMPLES
General	G	000-999	Cover Sheet, Code Data, Code plan, etc.	G1.00 MAIN FLOOR CODE PLAN
Architectural	A	000-999		A1.0 FIRST FLOOR PLAN
Civil	C	000-999		C1.0 TITLE SHEET
Electrical	E	000-999	May Include Fire Alarm Systems	E1.0 TITLE SHEET
Fire Alarm	FA	000-999		FA1.0 EQUIPMENT PLAN
Fire Protection	FP	000-999		FP1.0 EQUIPMENT PLAN
Fire Sprinkler	SP	000-999		FS1.0 EQUIPMENT PLAN
Landscaping	L	000-999		L1.0 LANDSCAPE PLAN
Mechanical	M	000-999		M1.0 FIRST FLOOR PLAN
Plumbing	P	000-999		P1.0 FIRST FLOOR PLAN
Structural	S	000-999		S0.01 STRUCTURAL NOTES
Kitchen/Food Service	K or FS	000-999		FS1.0 KITCHEN EQUIPMENT PLAN
Medical Gas	MG	000-999		MG1.0 MEDICAL GAS PLAN

Re-Submittal File Naming

ProjectDox maintains document version control based on file names. As such, drawing and supporting document file names must remain the same for re-submittals. Submittals will be rejected if file names are changed. For example, do not add a version number when submitting an updated drawing or document.