

Commercial Electronic Plan Review (EPR) Upload Standards :

Preparing Files for Submittal

A. File Types

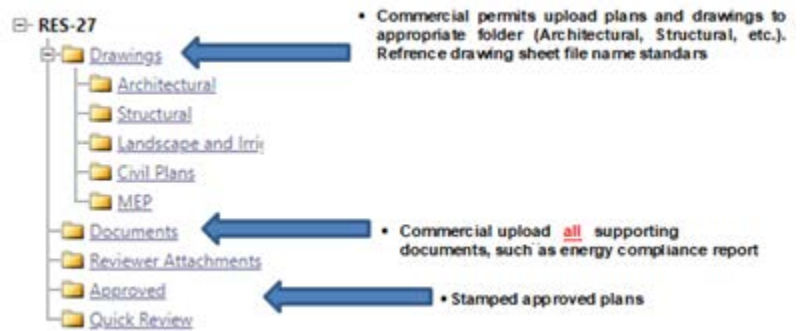
1. **PDF's** are the **only** drawing files the ePlans ProjectDox Review System will accept.

B. Drawing & Document Files, (this is a very Critical)

1. **Drawings File Names:** shall be page number followed by the title of the sheet/ page. See the drawing File Naming Standards below. Drawings have to be to scale
2. **Documents File Names:** shall be title of the document. Example "Energy Compliance Report", "Soil Report".
3. **Resubmittal Files:** shall be the **EXACT** same file names that were used in the first submittal. ***Important** – NEVER change the plan direction, **size** or drawing **name** when submitting corrected drawings. Old versions must be overwritten.
4. **Only One(1)** drawing page per file name, multi-page batch drawings are not accepted.
5. **City's Electronic Stamp** leave the top right corner completely blank on all drawings (with exception of the border). Dimensions: 4.5" from the right, 4.5" from the top.

Note:

- a. Incorrect file names may be rejected. Duplicates are not to be stamped.
- b. Create folders on your computer and name it "Project Name or Address". Create sub-folders: "Corrections", "Approved", and "Revisions" if needed. This will allow you to resubmit corrected drawings and documents from the corrections folder using the **exact same** file names that were used in the first submittal.



EPR Plans Standards

Plan Types and File Names may differ according to your project.

Residential Drawing Type ¹	Plan Type	Page #	Computer File Name
Architectural Folder = A	Site Plan	0	A000 – Site Plan
Architectural Folder = A	Floor Plan	1	A001 – Floor plan
Architectural Folder = S	Foundation	1	S001 – Foundation
Architectural Folder = S	Sheet Wall	2	S002 – Sheet Wall
Commercial Drawing Type ^{1,2,3}	Plan Type	Page #	Computer File Name
Civil Folder = C	Cover Sheet	0	C000 – Cover Sheet
Civil Folder = C	Drainage/Grading	1	C001 – Grading
Civil Folder = C	Flow Calculations	2	C002 – Grading
Civil Folder = C	Utility	3	C003 – Utility
Landscape Folder= L	Landscape	1	L001 – Landscape plan
Landscape Folder= L	Irrigation or Passive Space	2	L002 – Irrigation
Architectural Folder = A	Cover Sheet	0	A000 – Cover Sheet
Architectural Folder = A	Floor Plan	1	A001 – Floor Plan
Architectural Folder = A	Elevations	3	A003 – Elevations
Structural Folder= S	Foundation	1	S001 – Foundation
MEP Folder = P	Plumbing	1	P001 – PLUMB

1. There must be a sheet index for the drawing files.
2. Include on the cover sheet a blank section labelled "City Information and Directives" for written information by city reviewers.