Electronic Plan Review
Document Submittal Requirements

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"Working Together to Build a Quality Community"

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Introduction

In an effort to streamline the plan submittal process, reduce paper waste, and reduce the expense and inconvenience of printing multiple copies of construction documents, the City of Roseville has developed an electronic plan review program. Electronic plan review will allow concurrent reviews by City staff which should reduce review turnaround times and will support a consolidated corrections letter that applicants can use to track and respond to staff comments in a consistent and efficient manner.

Please use the following instructions to prepare your construction plans, maps, and technical documents for electronic plan review. Note that supplemental documents/attachments have different submittal requirements. For project specific application submittal requirements not discussed in this document please visit the Development Services 'Applications, Forms & Handouts' webpage.

Important! An electronic plan review will not commence, notwithstanding unpaid fees, until the **Plans**, **Maps**, and **Technical Documents**, referenced herein as '**Plans**', are submitted meeting the following requirements. Failure to meet these requirements could result in a request for resubmittal and/or delay the start of the plan review process.

Submittal Methods

Starting March 5, 2018, all application packets (including plans, maps, and technical documents) must be submitted in digital format using one of the following two methods:

1. Apply and upload application packet online any time using the City's Online Permitting Services (OPS) Portal. https://permitsonline.roseville.ca.us/OPS/

2. Bring application packet to the Permit Center during normal business hours on CD/DVD or USB drive. Place all files on the root folder; do not use sub-folders.

Note: Only files for the current submittal are to be provided. For example, if your documents are for a resubmittal, do not include files from the original submission.

Submittal Requirements (Quick Checklist)

All documents (Plans) submitted for electronic plan review are required to be in PDF format and must meet the following formatting requirements. Failure to comply with these requirements will delay processing of your submittal.

☐ PDF filenames must meet the file naming convention
☐ PDF filenames cannot include special characters (%,+, $, #) or the date
☐ Plan sets must consist of a single PDF file
☐ PDF files must not to exceed 195MB in size
☐ PDF files must not be password protected or locked
☐ PDF files must not contain layers or comments
☐ Plan sets must have bookmarks that list sheet number and sheet title
☐ Plan sets must not have page sizes larger than 36x48 inches
☐ Plan sets must have uniform content orientation and page alignment
☐ Plan sets must be scaled and include a scale bar on each sheet or include measurements for each object
☐ Plan sets must have a 2x2 inch space located in the title block of each sheet for approval stamps
☐ Resubmittals should be submitted using the same (exact) filename as the original submittal filename
☐ Resubmittals must not have reordered, inserted or omitted pages

Preparing Plans for Submittal

Please note that troubleshooting suggestions and screenshots included in this section have been created using Adobe Acrobat Pro. Other PDF tools (e.g. Nitro, Foxit, Bluebeam, etc.) may offer similar solutions that have not been outlined in this document.

File Naming Convention

Specific file naming conventions for submitted Plans are required to facilitate the electronic plan review process. Failure to adhere to the sample file naming format listed in the table below may result in a request for resubmittal and/or delay the plan review process.

Plan, Map, or Technical Document	Document Type	Filename
Plans or Maps ('Plan set')	Plans	Plans.pdf
Structural Calculations	Technical Document	Structural_Calcs.pdf
Truss Calculations	Technical Document	Truss_Calcus.pdf
Energy Calculations	Technical Document	Energy_Calcs.pdf
Fire System Hydraulic Calculations	Technical Document	Hydraulic_Calcs.pdf

- Do not uses special characters in the filename (%,+,$,#). Use underscores (_) instead of spaces.
- Do not include the date or the project number in the file name.

Note: Resubmittals may be rejected if not submitted with a filename that exactly matches the original submittal filename. Retain a copy of the submitted file to later verify the filename and sheet order (during resubmittal).

Single PDF File

If the Plan set consists of multiple files they must be merged into a single PDF file, failure to do so will delay processing of your submittal. We do not accept files submitted in Adobe Acrobat *Portfolios* as shown in the example below.
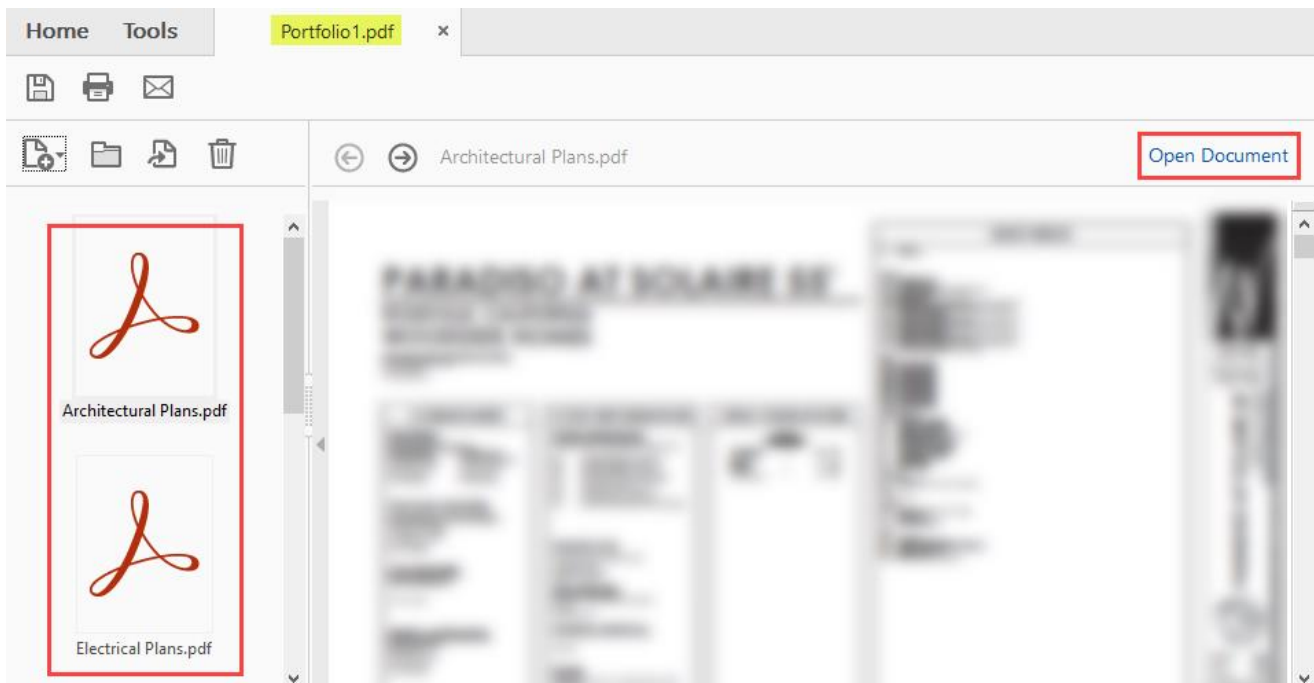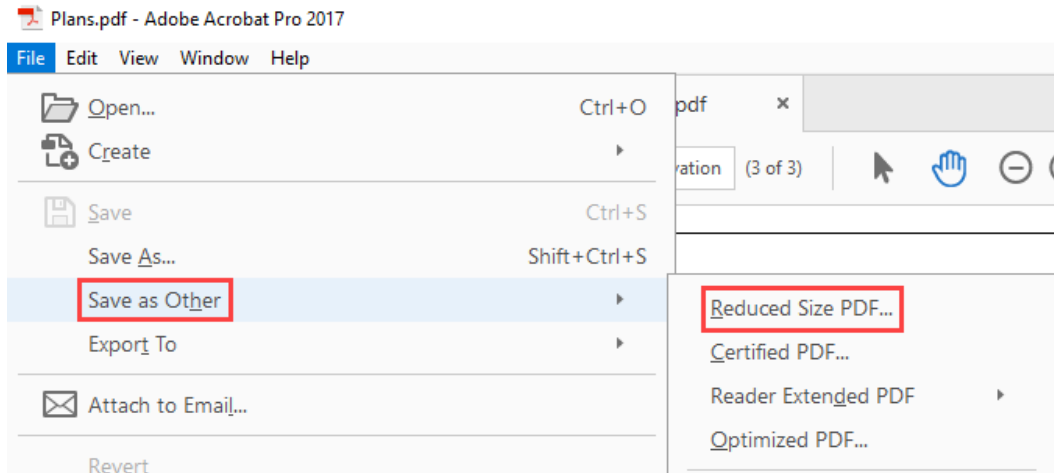

NOT CORRECT

File Size

PDF file size must not exceed 195MB in size. To verify your file is in compliance, open the file and select "File" then "Properties" to view the *File Size*.

If your file is too large, you can reduce the file size. Open the file and select "Save as Other" then "Reduced Size PDF".

Set the *Make compatible with:* dropdown to, at minimum, "Acrobat 6.0 and later". The later the version, the greater reduction in file size. Click "OK" and you'll be prompted to save the document.
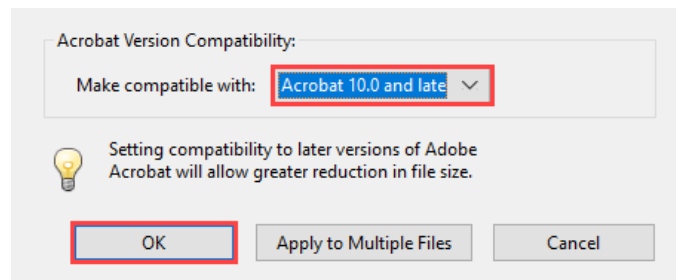
You can also optimize the file to reduce the size. To optimize, select "Save as Other" then "Optimized PDF".
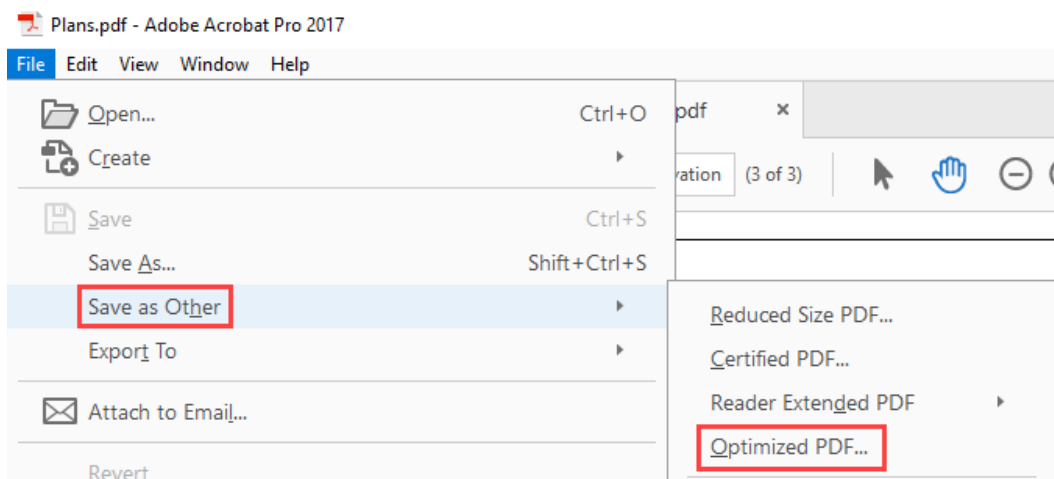
Change the *Settings* option to "Mobile". Click "OK" and you'll be prompted to save the document.
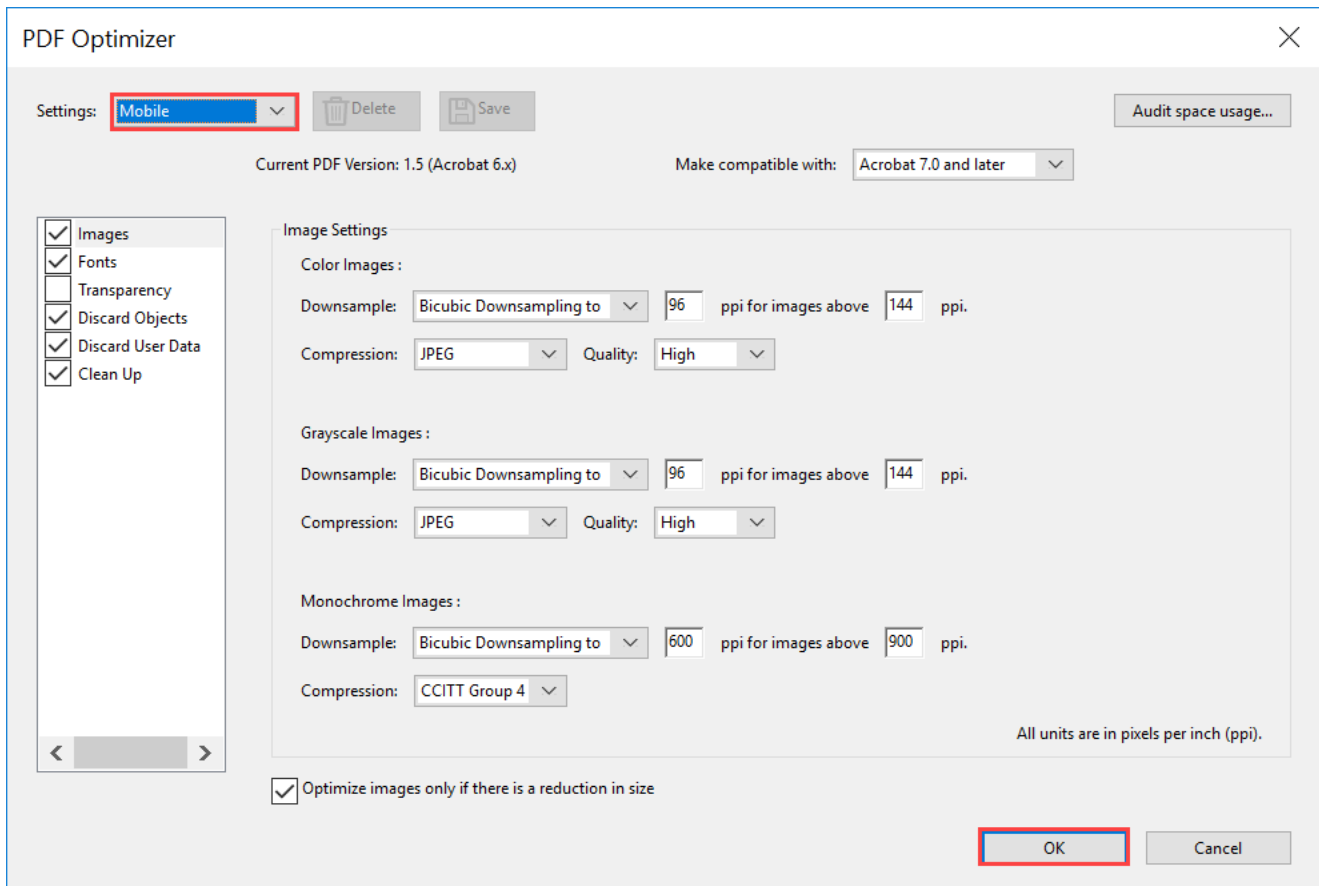
Protection

Do not submit password protected or locked PDF documents as shown in the example below. Electronic plan reviews are conducted on copies of the original files provided. The original PDF's are not changed in any manner. Files must be unlocked prior to submittal, failure to do so will delay processing of your submittal.
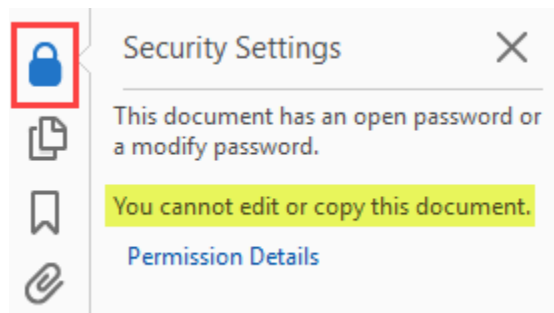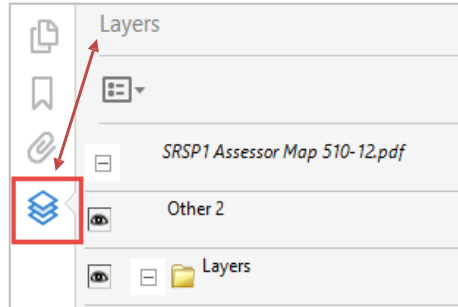

NOT CORRECT

Layers and Comments

Do not submit documents with layers or comments. Layers and comments must be flattened prior to submitting, failure to do so will delay processing of your submittal.

When a document contains layers, the 'Layers' icon will display in the viewing window on the left. Click on the icon to view the list of layers as shown in the example below.
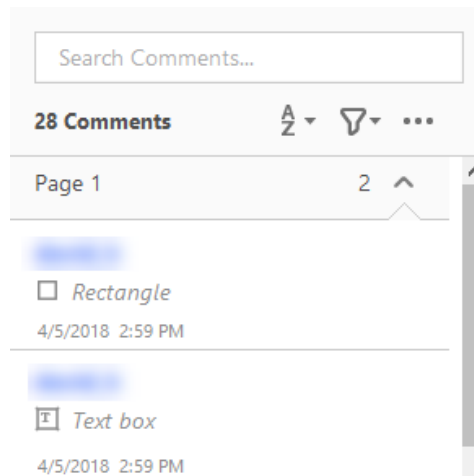

NOT CORRECT

To flatten layers, select the Options button in the viewing window and choose Flatten Layers.
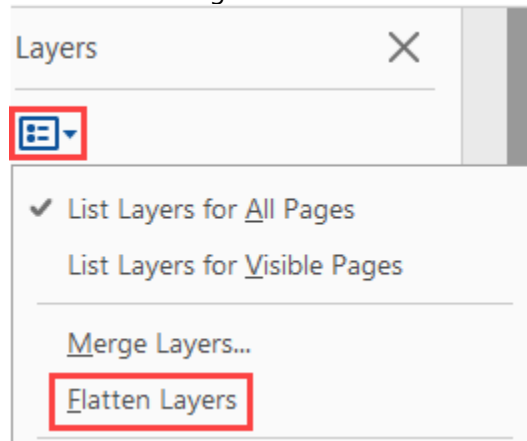
To verify if a document contains comments, which consist of editable content, active form fields, stamps, text boxes, signatures, and markups, go to Tools and select the 'Comment' icon to view the objects in the viewing window on the right, as shown in the example below.


NOT CORRECT

Unfortunately, Acrobat does not come with a tool for flattening comments. You can find a free downloadable tool by searching for "flatten page content tool" on the web. Once you install the flattening tool, you will be able to flatten and secure all comments by clicking one button.

Caution AutoCAD 2016 and newer Users: The use of SHX font text in CAD files has known issues in PDF viewers and is incompatible with the City's electronic plan review system. Please refer to the following fact sheet to resolve this issue prior to submitting.

Bookmarks

Plan sets are required to have bookmarks to facilitate the electronic plan review process. Each sheet shall be indexed or bookmarked by sheet number and sheet title as shown in the example below. Failure to do so will delay processing of your submittal.
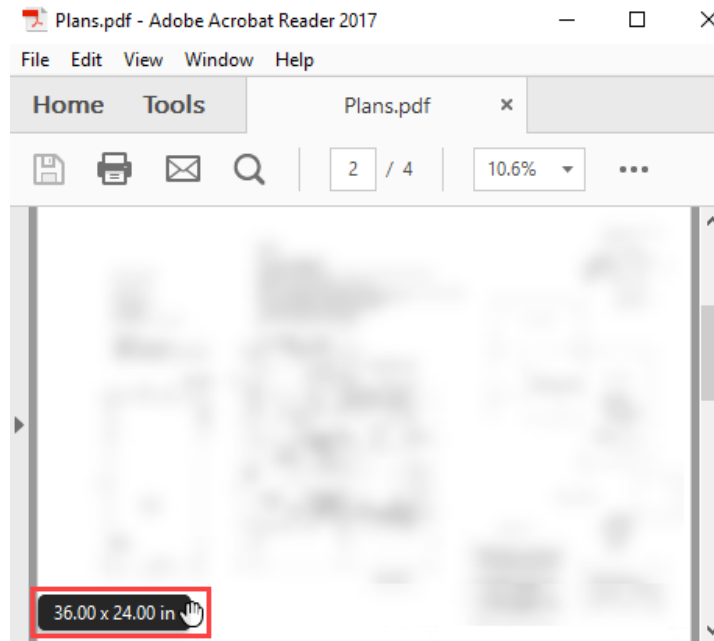

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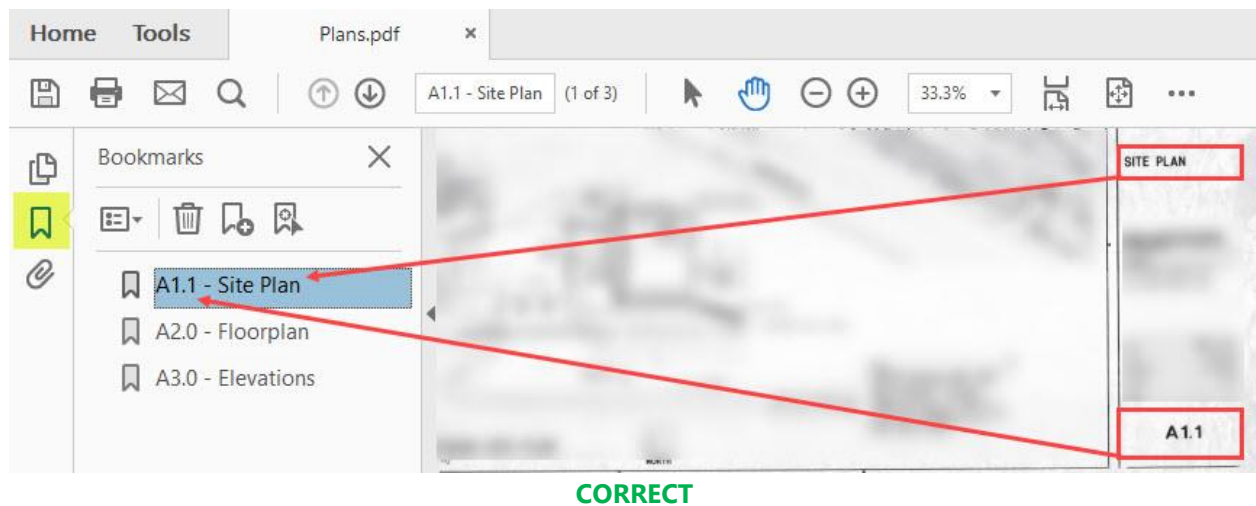
Please note that all bookmarks must be on the same level as the topmost bookmark. Bookmarks cannot be indented, or nested as shown in the example below. To un-nest bookmarks, simply select the nested bookmarks and drag them to the same level as the topmost bookmark.
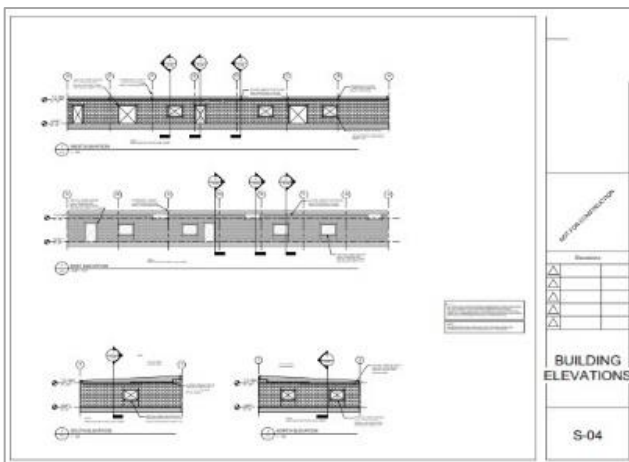

NOT CORRECT
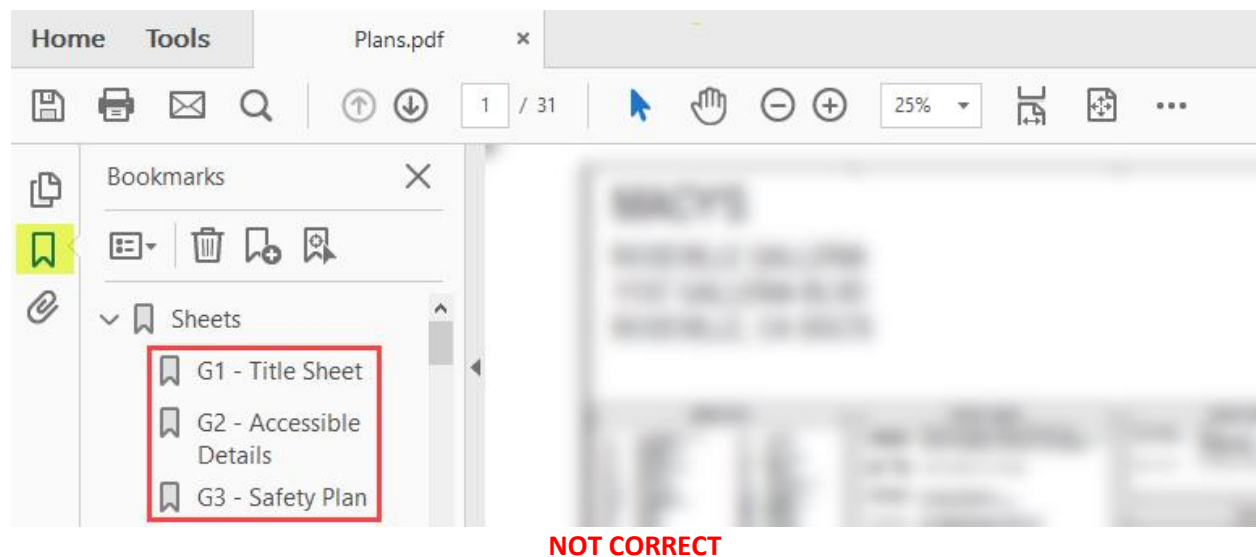
Page Size

PDF files must not have page sizes larger than 36" x 48". To check that pages are properly sized, open the document and hover over the bottom left corner of the page. Scroll through each page to make sure the page size is not larger than 36" x 48".
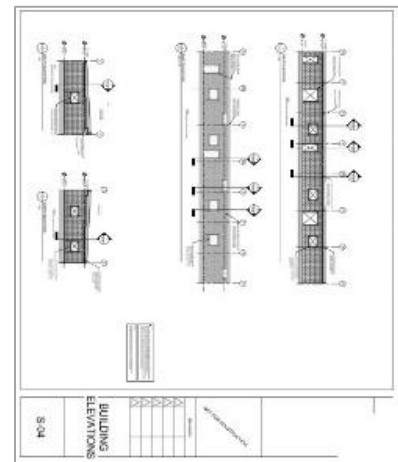

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Content Orientation

Pages (sheets) must all be properly *oriented*, meaning content is upright, **not** sideways or upside down, so that the document can be viewed without rotation. To check that pages are properly oriented, open the document and do a **'print preview'**. Scroll through each page in the preview window to make sure the pages are properly oriented.

CORRECT   **NOT CORRECT**

Alignment

Plan set drawings must be created in your CAD program so that drawing perimeters and objects 'line up' exactly when overlaid electronically. Revised/corrected plan versions must spatially 'lineup' with the original submittal to facilitate comparing resubmittals electronically.

Scale

Plans must be saved at 'full size' and 'to-scale' to ensure proper measuring of lines and areas electronically and must include a scale bar on each sheet, or include the measurements for each object.

Approval Stamps

To facilitate digital stamping of approved plans, a clear space for a 2" x 2" City of Roseville Approval Stamp is required on each sheet.

This stamp space must be located in the lower right-hand quadrant of the title block, and must be located in the same exact location on each sheet.

City of Roseville Approval

2"

Scanned Plans

Paper plans scanned from a photocopy to PDF format are acceptable, but should be legible and meet the requirements noted in the Preparing Plans for Submittal section above.

After scanning a document, open it and select "File" then "Save As" and ensure the PDF file name meets the file naming convention.

Be sure to check that the scanned pages are properly sized. Open the document and hover over the bottom left corner of the page. Scroll through each page to make sure the page size is standard (e.g. 36 x 24 in, 8.5 x 11 in, etc.). Do not submit pages with irregular sizes as shown in the example below. Doing so will delay processing of your submittal.
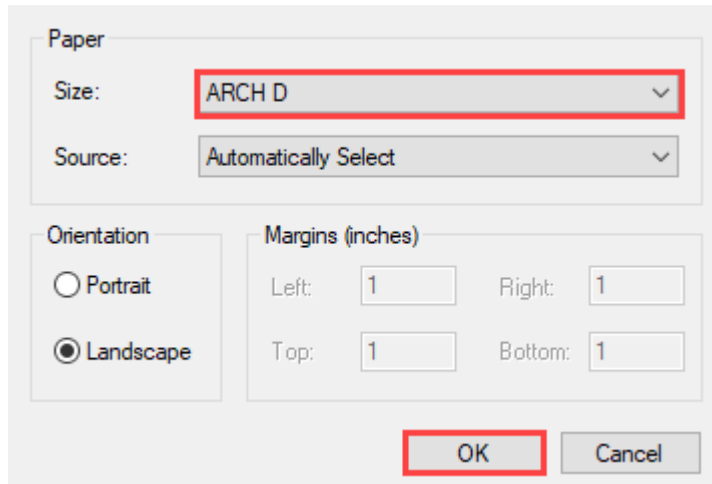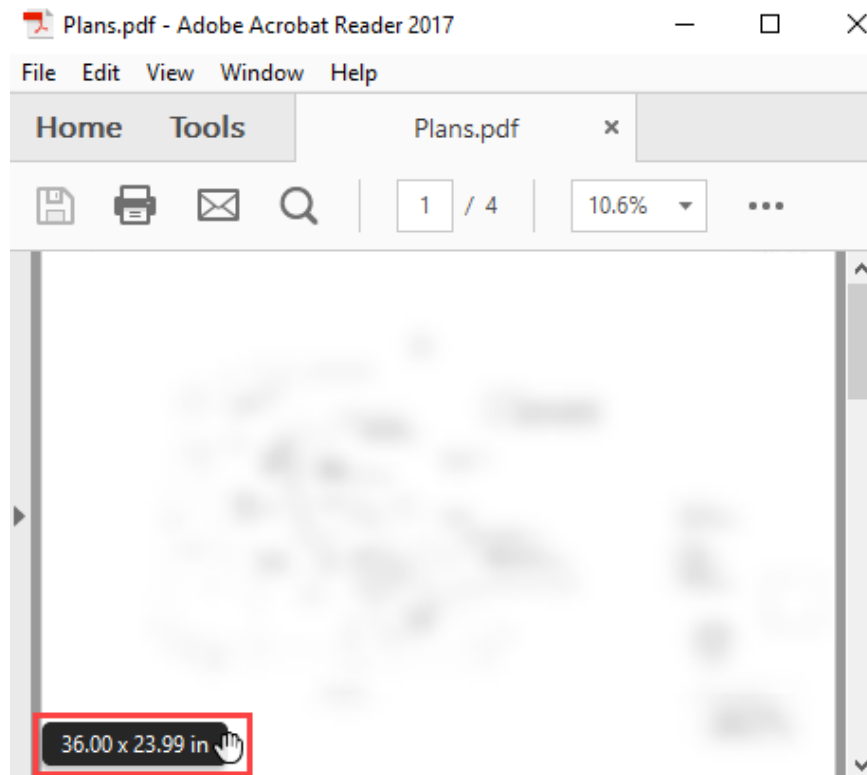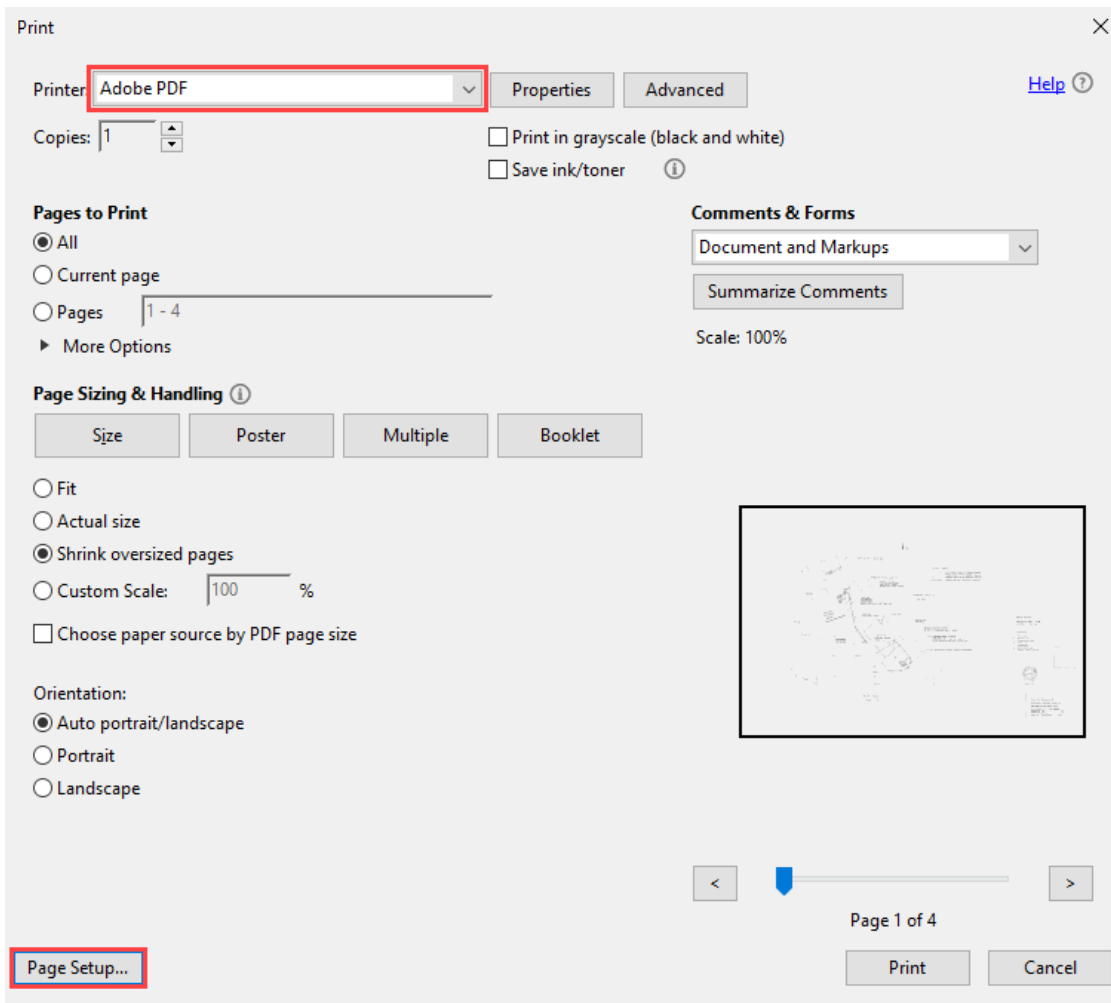
NOT CORRECT

If your page size is irregular, you can standardize it by printing to pdf and resaving the file. To print to PDF, open the file and select "File" then "Print".
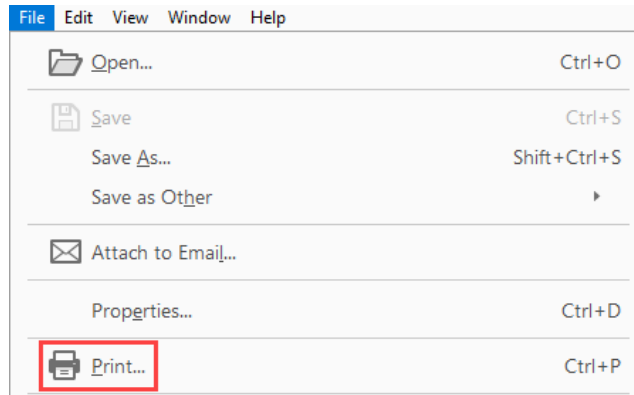
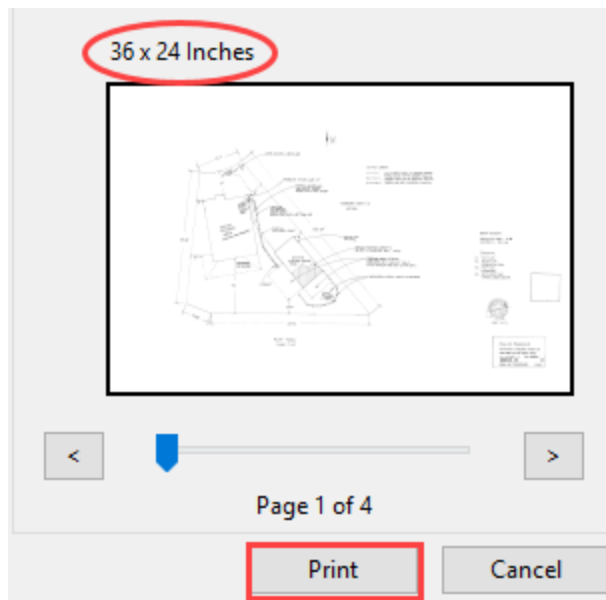Set the *Printer* to "Adobe PDF" then click "Page Setup…".

Select the appropriate standard paper size from the *Size* dropdown. Adobe uses names rather than dimensions to identify paper size, see the chart below to identify the appropriate paper size to select. Then click "OK".

Paper Size	Paper Size Name
8.5 x 11 in	Letter
8.5 x 14 in	Legal
17 x 11 in	Ledger
24 x 18 in	Arch C
36 x 24 in	Arch D
48 x 36 in	Arch E
42 x 30 in	Arch E1

Verify the page size is accurate, and then click "Print" and you'll be prompted to save the document.

Submitting Resubmittals and Revisions

Revised files are typically one of two types: (1) required '**Resubmittals**', or (2) '**Revisions**' to previously approved documents. Revised files should meet the following requirements, in addition to those listed in the Preparing Plans for Submittal section above. Failure to comply with these requirements will delay processing of your submittal.

Resubmittals and Revisions have different file naming requirements, as noted below:

- For required 'Resubmittals': **Use the EXACT same filename as the original submittal**. Do not change the filename when submitting a new 'version' of your plans or supporting documents – the system tracks versioning automatically. See the table at the end of this section.

- For 'Revisions' to previously approved documents: **Add 'REV#' to the end of the filename** for the submitted revision, where the '#' represents the sequence of submitted revisions. In the event a revision requires a resubmittal, continue to use the same (exact) revision file name for subsequent resubmittals. See the table at the end of this section.

Do not reorder, extract or insert pages in the middle of your corrected plan sets. Revised/corrected plans must be submitted in the same (exact) page order as the previous submittal. For example, if the initial plan set submitted consisted of 20 pages (sheets) and was returned to you for corrections, your resubmittal must contain 20 pages and in the same page order.

Do not remove pages from your corrected plan set. If pages need to be removed, place a 'slash' across those pages, mark them as 'Omit', and include the date they were omitted.

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. Do not reorder pages within the document.

Important! For required resubmittals, rearranging, extracting or inserting pages out of order will result in delays for completing your plan review.

The table below shows the correct file names for three electronically submitted and resubmitted documents. Note the addition of two new pages to the Plans.pdf resubmittal, with the added pages placed at the end of the plan set, as pages 21 and 22.

1st Submittal Filename (Original)	Pages	2nd, 3rd, etc. Resubmittal Filename (same as original)	Pages
Plans.pdf	**20**	Plans.pdf	**22**
Structural_Calc.pdf	3	Structural_Calc.pdf	3
Energy_Calcs.pdf	**1**	Energy_Calcs.pdf	**2**

The table below shows the correct file names for three separate revisions to a previously approved plan set. Note the revision resubmittals have the same (exact) file name as the revision file name.

Revision Filename	Pages	2nd, 3rd, etc. Resubmittal Filename (same as revision)	Pages
Plans_REV1.pdf	4	Plans_REV1.pdf	4
Plans_REV2.pdf	7	Plans_REV2.pdf	7
Plans_REV3.pdf	**3**	Plans_REV3.pdf	**4**