

SPOTSYLVANIA COUNTY

Electronic Plan Submission Guidelines

Plan Requirements

- It is imperative that the building plan sets be fully dimensioned as imaged versions may be printed at a reduced scale.
- Architectural Drawings to scale 1/4" to 1' minimum.
- A 3 inch x 3 inch space in the title box area for the County Approval stamp ***should*** be provided. This space must be in a corner, preferably the lower right, and in the same location on all pages.
- All sheets shall be in order and properly oriented so that the top of the page is always at the top of the monitor and pages must be set to landscape.
- All architectural, structural, mechanical, electrical, and plumbing plans shall be in one file so the Plans Reviewer may scroll through the file, and have the ability to view all pages without opening another file.
- All text shall be readable with standard fonts and no smaller than 10 point.
- The security options selected by the design professional shall allow the plans reviewer to mark up digital documents, create notes, and to insert/remove sheets to create a complete set of approved plans.
- Pages may not be "shaded" or use different colored layers to ensure easy **electronic** viewing and printing.
- Each submitted pdf file shall include bookmarks that will clearly identify each sheet in the file. Bookmarks shall have the same name as the cover sheet index.

Example of Bookmarks:

COVER:

CS-1 Cover Sheet

SITE:

CS-2 Site **plan**

Plan revisions and responses to plan review comments

- Plans must be revised on paper and electronically (Plan reviewer may allow only electronic resubmission)
- Electronic resubmission of the revised plans shall be attached to an email, unless the file is too large, in which case it shall be submitted on either CD or DVD.
- The e-mail or CD or DVD shall contain an itemized list of the items revised in accordance to the review comments from the County. All revisions will be clouded and numbered on the revised plan set.
- A letter from the applicant or design professional addressing the Plans Reviewer's comments, item by item, is required to accompany all re-submittals.
- It is necessary for all re-submittals to be in the same format as the original submission

Plan approval

- Applicant will be given back an approved set of paper and electronic plans

Plan Amendments

- Follow same procedure as original submission requirements