



## Commercial Electronic Plans Submittal Guidelines

**\*\*All documents must be submitted on a CD-RW\*\***

**\*\*All documents must be submitted in PDF Format ONLY\*\***

**\*\*Documents shall NOT be secured (see item 4) \*\***

1. Please format your **disk** using the “Like a USB” option. This will allow us to save your approved plans back to your disk prior to issuance. **(NO FLASH DRIVES WILL BE ACCEPTED ONLY CD-RWs)**
2. Your Disk should only contain the below files – **NO FOLDERS!!** (Please label as follows and do **NOT** number them):
  - Application Packet
  - Construction Documents
  - Building Plans
  - Zoning Documents
  - Erosion Documents

Name	Date modified	Type	Size
Application Packet	7/29/2020 8:52 AM	Adobe Acrobat D...	1,280 KB
Building Plans	7/29/2020 8:51 AM	Adobe Acrobat D...	18,685 KB
Construction Documents	7/29/2020 8:53 AM	Adobe Acrobat D...	281 KB
Erosion Documents	7/29/2020 8:52 AM	Adobe Acrobat D...	661 KB
Zoning Documents	7/29/2020 8:52 AM	Adobe Acrobat D...	3,183 KB

3. Each File Should Contain the Following:
  - A. Application Packet – All scanned in together as ONE FILE
    - Permit Application (All 4 pages must be completed and signed)
    - Plan Review Checklist
    - Simultaneous Review Form (if applicable)
    - Landowner Representative Affidavit (if applicable)
    - Landownership Affidavit (if applicable)
    - Contractor’s License (if applicable)
    - Tradesman Statements (if applicable)
  - B. Building Plans ( If file size exceeds 90 MB separate accordingly)
    - General Notes
    - Architectural
    - Structural
    - Plumbing
    - Mechanical
    - Electrical
  - C. Construction Documents – All together as ONE FILE
    - Site Plan

- Geotechnical Investigation/ Soils Report
- Statement of Special Inspections
- Structural Analysis (All loads imposed roof assemblies etc.)
- Manufacturer's Truss Layout
- Engineered Truss Diagrams
- Health Department Documents (if applicable)
- Energy Evaluations
- Asbestos Certification Form
- Any Other Supporting Documentation (including Engineer's Letters)

D. Zoning Documents – All together as ONE File

- Site Plan/Grading Plan
- Floor Plan/Floor Layout
- Elevations

E. Erosion Documents – All together as ONE File

- VDPES Verification Form

4. Documents shall **NOT** be secure. If they are secured in anyway, we will still need permission to do the follow:

- Insert, Extract, Replace or Delete pages
- Add Approval Stamp/Header/Watermark/etc.
- Add Security Password
- Add Mark-Ups
- Create Markup Summary Sheet
- Create Page Labels
- Enable All Printing Functions

5. File Size Restrictions: Each File must be limited to 90 MB, if your Building Plans are larger than 90 MB please separate into an additional document if needed. (Construction Documents Part 2).

6. Items to take into consideration that will save time for you and your Plan Reviewer:

- Try to submit original electronic versions of files instead of scanned copies when applicable.
- Make certain all files are legible and contain a high resolution if at all possible.
- All pages are oriented in the same/correct direction.
- Ensure all individual pages are labeled with the appropriate sheet, page number, and title.
- Only submit plans and details that pertain to the project. Any details that DO NOT pertain specifically to the project submitted should be removed, crossed out, or deleted from the submission files.