

ePlans Submission Standards

All **building permit drawings** submitted into ePlans must be in accordance with the following ePlans submission standards:

- ✓ .PDF file format
- ✓ Each drawing sheet shall be uploaded as an *individual file*. Files containing multiple pages are not acceptable.
- ✓ Grayscale
- ✓ Landscape orientation
- ✓ Secured/protected PDFs are not accepted
- ✓ Simple naming convention that matches the drawing NUMBER and NAME in the title block. For example:
 - o Architectural
 - A01 SITE PLAN
 - A02 BASEMENT FLOOR PLAN
 - A03 GROUND FLOOR PLAN
 - A04 FRONT ELEVATION
 - A05 SECOND FLOOR PLAN
 - A06 ROOF PLAN
 - A07 REAR ELEVATION
 - A08 CROSS SECTION
 - o Structural
 - S01 FOUNDATION/BASEMENT
 - S02 DETAILS
 - o Mechanical
 - M01 BASEMENT HVAC
 - M02 GROUND HVAC
 - M03 SECOND HVAC

DO NOT INCLUDE THE ADDRESS, DATE, BUSINESS NAME, UNDERSCORES OR ANY OTHER SPECIAL CHARACTERS IN THE FILES NAMES

Your request may be rejected if these standards are not adhered to