

Electronic Plan Review Submittal Requirements

Acceptable file types:

- Plans must be submitted in a PDF format. Files must be “print” ready, ie: set up properly for printing with title block, no data outside the print area, no password protections or other editing security, etc.
- Vector file types such as .PDF facilitate the most efficient viewing of documents. Please print to PDF rather than saving to PDF prior to uploading.
- Each individual file must be less than 10 MB.

Plans/Drawings:

- All drawings/plans must be submitted and uploaded in the appropriate format (landscape v portrait), and each sheet must be a different file.
- All project plans/drawings must be uploaded as **individual drawing** sheets with specific “sheet” naming convention such as **A1.0 Cover Sheet, E1.0 Electrical One Line, P1.0 Plumbing Schematic, M1.0 Mechanical Layout**, or at least some type of indicator of what the drawing contains.
- No hidden layers, hidden comments, or blank/empty comment fields should be included. Plans with these elements require manual workarounds and result in increased processing time.
- Drawing resubmittals must use the **EXACT** same file name as the original to ensure it “versions” from the original.
- All plans/drawings must be drawn to scale, and each sheet should state the scale.
- Upload plans/drawings (to include building/structural, electrical, energy, mechanical and plumbing) into project “Drawings” folder.
- Plans and structural calculations must be prepared and sealed by a State of Idaho licensed design professional.

Documents:

- Upload all documents (any non-drawing files, completed submittal checklists, site photos, truss calculations, structural calculations, geo-technical reports, etc.) into the project’s “Documents” folder.
- Upload all non-drawing files such as structural and truss calculations, geo-technical reports, etc., with the appropriate naming convention in separate set format in the project’s “Documents” folder.
- Calculations, reports, and other supporting documents (non-drawing files) must be uploaded as searchable PDF files or legible scanned documents.
- Documents may be uploaded as a set and must be uploaded with specific “sheet” naming convention clearly indicating what the document is.

Final Step:

- After all pertinent project information has been uploaded correctly, the applicant must **accept and complete the Applicant Upload Workflow Task. Please note that plan review CANNOT begin until the applicant completes this final task.**

Submittal File Naming Requirements:

- File naming standards allow for easy identification of drawings by naming convention.
- Drawing file name must include the first characters of the discipline name followed by the sheet number and name.
- The sheet name must clearly indicate the information found on the page.

Plans/Drawings for RESUBMITTAL:

- Drawing and document resubmittals **MUST** use the **EXACT** same file name as the original.
- Drawing resubmittals must have the appropriate stamp, signature and seal as applicable.