

Plans and document submittal/formatting requirements: (All documents must be digital)

File Type	PDF (no jpg, png, dwg, or any other format will be accepted) <ul style="list-style-type: none"> • Vector Based converted from AutoCAD, Word, etc
Plan Files	ONE FILE ONLY – The Set of Drawings must be combined into a single document. (Exception: for larger projects exceeding 100 MB, files may be broken down by type. Example: ARCH, CIV, MEP, STRUCT, etc)
File Naming	DATE(yyyy-mm-dd)(space)DESCRIPTION(space)MBP-23 Example: 2023-01-01 PLANS MBP-23
Color Depth	Grey-Scale (8-bit)
Maximum File Size:	100 MBs
Layers	NO LAYERS, Drawings must be flattened
Resolution	300 dots per inch, minimum
File Compression	Yes
Protected or Locked Files	No
Zip file	No
Orientation	Landscape
View	Zoomed to Full View
Alignment	Consistent through discipline
Sheet Count	Sheet Index on cover sheet. Sheet count must match submitted plan set
Bookmarks, Digital	Yes – Must indicate sheet number (e.g. S1.0) and sheet name (e.g FOUNDATION PLAN)
Title Block	All sheets MUST include: <ul style="list-style-type: none"> • Project title and address • Unique sheet number (e.g. S1.0) • Unique sheet name (e.g. FOUNDATION PLAN) • Revision number • Revision date
Graphical Scale	Yes (for plans only) unless noted as “Not to Scale”
Minimum Scale	$\frac{1}{4}'' = 1'-0''$ for building plans, elevations, and sections: $\frac{3}{4}'' = 1'-0''$ for building details and sections
Minimum Font Size	10 pt. or 1/10" in height
Resubmittals	Plans must be in the same order as previous submittals. If sheets are added or removed, sheet orders and previous sheet numbers must not be changed
City Stamp Space	Provide a minimum 3"x3" designated City Approval Stamp Space on Each sheet in the same location. The preferred location is the lower right corner near the title block.
Hatch Pattern Fills	Loose pattern