

# RESIDENTIAL MOBILE HOME SUBMITTAL STANDARDS & CHECKLIST

## Submittal Standards

File Naming Standards allow for easy identification of drawings by naming convention: vector file types such as .PDF facilitate the most efficient viewing of documents. **Plans must be submitted in PDF Format.** Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.

- ◆ All plans must be submitted in Landscape format in the horizontal position & each sheet must be a different file.
- ◆ All plans need to be drawn to scale.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.

## Submittal Checklist

Applicant	Description
	Site Plan
	Foundation Plan OR Block and Tie Drawings
	Stairs, Landings, Handrails and Guards Drawing/Details
	Idaho State Insignia Number

## Submittal File Naming Requirements

Drawing file name must include the first characters of the discipline name, followed by the sheet number and name. **Resubmittals must use the EXACT same file name as the original.**

## File Naming Examples for Residential Projects

Discipline	Sheet ID	Sheet #	Example File Names
Site Plan/ Cover	NA	NA	Site Plan
Foundation	NA	NA	Foundation
Floor Plan	NA	NA	Floor Plan
Elevations	NA	NA	Elevations
Roof Framing	NA	NA	Roof Framing
Sections/Details	NA	NA	Sections/Details
Wall Bracing	NA	NA	Wall Bracing
Floor Framing	NA	NA	Floor Framing