

## RESIDENTIAL 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 – Must show the sidewalk and dimensional setbacks from the back of sidewalk to the structure. A note stating setbacks are measured from the back of sidewalk is acceptable. Site plan shall show the driveway and dimensional width. If any fence is proposed show on the site plan or a separate permit will be required.
	Foundation Plan
	Floor Plan
	Roof and Floor Framing
	Elevations
	Wall Bracing.
	Wall Sections Details
	Connection Details—Required for attached Patio Covers
	RES-Check or Prescriptive Method – Reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files or legible scanned documents and shall be uploaded as individual multipage documents.
	Manual J,D&S – Reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files or legible scanned documents and shall be uploaded as individual multipage documents.

### 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