



All electronic plan and document submittals for Building Permit Applications shall meet the technical standards listed below. Drawings and documents not meeting these requirements may not be accepted for review.

- File naming convention:** see below for file naming requirements.
- PDF or PDF/A** - Digital documents must be PDF (portable document format) or PDF/A, compatible with Adobe Acrobat Version 9.0 or higher.
- Exported vector-based PDFs required for most projects** - An exported PDF from the native file or printed as PDF from the native application (*not a scan saved as a PDF*) is required with the following exception:
 - PDF's of raster images or scanned documents are acceptable for single-family additions or alterations, in which case, scan the hard copy plan at 150dpi minimum and 300dpi maximum to achieve an acceptable legibility and file size. Maximum size of scanned sets may not exceed 10 sheets or 10 MB total set file size.
- PDF drawing text shall be searchable.** The native CAD drawing shall be prepared utilizing TrueType fonts which allows the sheet text to be searched when saved in PDF form. SHX fonts do not provide for this and are therefore not acceptable.
- Bookmarking & page numbers required.** Each sheet to be bookmarked in the order corresponding to its location in the drawing set. Bookmark name to consist of the sheet #, followed by a single underscore and the Sheet Title (e.g., A1.0_Site Plan). Page numbers shall be provided for each sheet in thumbnail view and shall consist of the sheet # (e.g., A1.0).

Supplemental documents to be bookmarked by section/part.
- Minimum Sheet Size:**
 - Small remodels - 100 SF max: 11"x17" (Tabloid Size)
 - All else: 18"x24" or 17"x22" minimum
 - These sheet sizes are minimum. Size of sheet chosen shall be adequate to show plans at a legible scale without requiring the use of match lines.
- Assemble PDF files as follows:**
 - PDF plan set to consist of a single file that combines each sheet file in the order it is to be found in the drawing set. Larger drawing sets may be broken up by discipline.
 - Supplemental Documents shall be saved in separate file(s)
 - All drawings and documents shall be left to right reading when opened, and expanded to see the entire sheet in the window prior to bookmarking. Maintain a uniform page position for all files in the submittal.
 - All drawings to be flattened (i.e., no layers)
 - PDF Portfolios are not allowed.
- Unsecured setting** - Choose "unsecured" on your security settings so that plan reviewers may mark up the documents or create notes. **Files received that require a password to extract, edit, or print will not be accepted for review.**



- Hyperlinked Sheets.** Although not required, we encourage the Applicant for larger projects to provide files with hyperlinked sheet navigation. By hyperlinking plan and section callouts to jump to the page and area that detail/section is shown will help expedite plan check reviews and enhance digital access for the construction team once the permit is approved.
- Digital Seals and Signatures:**
 - Seals and signatures of licensed professionals (architects and engineers) must be embedded within the individual sheets of the PDF file.
 - Digital seals and signatures can be accomplished in various ways, such as placing an image of a stamp and wet signature on each sheet.
 - Due to permission and file modification issues that arise when “electronic signatures” are used to sign PDF documents they are not allowed. Instead the seal and signature must be part of the original drawings or placed with a digital stamp that is then flattened to be part of the drawing.
 - It is recommended to provide the seal/signature with the initial submittal to facilitate an immediate approval if possible. Re-submittals must contain all required stamps/signatures.
- Dedicated stamp spaces:**
 - **On all sheets except cover sheet:** Provide a 1½” x 3” clear space for validity of permit stamp on the lower right quadrant in the same location of the title block or drawing area. This space is not required on the cover sheet.
 - **On cover sheet:**
 - Provide a 6 x 6-inch clear space located in proximity to the right lower corner of the cover sheet drawing area for agency approval stamps.
 - If the project requires Special Inspection, provide a 6x6-inch clear space above or to the left of the agency approval stamp space.
- Scale, legibility, and legends:** show plans at suitable scales for the type of work portrayed. Plans shall be to scale, fully dimensioned, and legible. Provide legends for any symbols and hatching used.
- Text to print at minimum 10pt font size:** Use a legible font with size set at 10 point minimum, but not less than 3/32” high when printed full size.
- Use symbols and grayscale, not color:** Do not use color to differentiate items on the construction plans; instead, use symbols, hatches, line-type, and line-weights to relay information. Plans shall be legible when set to print in grayscale. Color may be used for design presentation documents and cover pages.
- Hatch density:** To improve rendering speed, the scale of hatches used shall be appropriate for the scale of the drawing they are used in. As an example, diagonal line hatches shall plot at full size with a minimum of 1/16” between hatch lines.
- Document Index:** Provide a Document Index at the front of the drawing set that summarizes all documents in the submittal drawings/documents; see below for an example:

DOCUMENT INDEX	
Permit #: B21-0123 Address: 1234 Main Street Date: 2/7/2021	
Document File Name	Description
B21-0123_PL_21-0207.pdf	Construction drawings
B21-0123_RC_21-0207.pdf	Response to Comments
B21-0123_SC_21-0207.pdf	Structural calculations



The file naming system described below shall be used by the applicant when naming files for submission and by City of Santa Cruz when returning review files. The file naming system is comprised of up to four terms, separated by an underscore, as follows:

FORMAT: APP-NO_TYPE_YY-MMDD_DEPT see below for description and format of each term															
1ST TERM: APPNO	The APPLICATION NUMBER , comprised of the permit type and two-digit year of the application, followed by the unique application number assigned to the project (Example: B21-0123)														
2ND TERM: TYPE	<p>The two-character document TYPE describing the contents of the file per list here:</p> <p>CONSTRUCTION DRAWINGS & DOCUMENTS</p> <table style="width: 100%; border: none;"> <tr> <td>PL → Construction Drawings</td> <td>MC → M/E/P Calculations</td> </tr> <tr> <td>SC → Structural Calculations</td> <td>EN → Energy forms</td> </tr> <tr> <td>GR → Geotechnical & Geologic reports/letters</td> <td>CW → CWMP forms</td> </tr> <tr> <td>SI → Special Inspection forms</td> <td>TR → Truss Package: calculations & installation manual</td> </tr> <tr> <td>AC → Access Compliance Forms</td> <td></td> </tr> </table> <p>TD → Other technical documents and forms, such as:</p> <ul style="list-style-type: none"> • Seismic Upgrade Form • Product cut sheets and listings • County/State/Regional Permits & Approvals <p>CORRESPONDENCE</p> <table style="width: 100%; border: none;"> <tr> <td>PR → Plan Review Comments</td> <td>RC → Response to Comments</td> </tr> <tr> <td>IQ → Inquiries and general correspondence</td> <td>→</td> </tr> </table>	PL → Construction Drawings	MC → M/E/P Calculations	SC → Structural Calculations	EN → Energy forms	GR → Geotechnical & Geologic reports/letters	CW → CWMP forms	SI → Special Inspection forms	TR → Truss Package: calculations & installation manual	AC → Access Compliance Forms		PR → Plan Review Comments	RC → Response to Comments	IQ → Inquiries and general correspondence	→
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3RD TERM: YY-MMDD	The DATE the document is prepared/submitted/returned to identify the document version. Format is 2-digit year (YY) followed by a hyphen and 4 digits to represent the month and day (MMDD). [Example: 21-0207 for February 7, 2021]														
<p>EXAMPLES: B21-0123_PL_21-0315.pdf => Construction drawings for Permit #B21-0123, dated March 15, 2021.</p> <p>B21-0123_RC_21-0315.pdf => Response to comments for Permit #B21-0123, dated March 15, 2021.</p> <p>B21-0123_EN_21-0315.pdf => Energy forms for Permit #B21-0123, dated March 15, 2021</p>															
4TH TERM: DEPT	<p>A fourth, two-character term, DEPT is <u>added by the reviewer</u> when returning and attaching reviewed files with comments, as follows:</p> <table style="width: 100%; border: none;"> <tr> <td>BD Building & Safety</td> <td>GB Green Building</td> <td>PW Public Works</td> </tr> <tr> <td>CC Code Compliance</td> <td>PD Police Department</td> <td>SW Stormwater</td> </tr> <tr> <td>ED Economic Development</td> <td>PL Current Planning</td> <td>WC Water Conservation</td> </tr> <tr> <td>FD Fire Department</td> <td>PR Parks & Recreation</td> <td>WE Water Engineering</td> </tr> </table>	BD Building & Safety	GB Green Building	PW Public Works	CC Code Compliance	PD Police Department	SW Stormwater	ED Economic Development	PL Current Planning	WC Water Conservation	FD Fire Department	PR Parks & Recreation	WE Water Engineering		
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<p>When the document is approved, the Plans Examiner will save the approved file with the letters “AP” appended to the end of the filename and DATE of approval.</p>															
EXAMPLES:	<p>B21-0123_PR_21-0315_BD.pdf => Plan review comments from Building & Safety for Permit #B21-0123, dated March 15, 2021.</p> <p>B21-0123_PL_21-0421_AP.pdf => Construction drawings for Permit #B21-0123 approved on April 21, 2021.</p>														