

ELECTRONIC PLAN SUBMISSION GUIDELINES FOR THE SUBMITTAL OF DOCUMENTS ELECTRONICALLY

File Format

All documents and plans submitted electronically shall be in a basic pdf format.

Submission Method

- Login to eTRAKiT account, apply for a new permit.
- Uploading to your eTRAKiT account is the most efficient means to submit electronic files.

WHY ELECTRONIC?

All plans are encouraged to be submitted electronically to reduce copy costs, minimize processing time, and to aid in the overall review process.



Initial Submission Content

The initial submission for a new plan review or permit application should include all required documents for that project. Each document should be included in the electronic submission as a separate file. *Please do not electronically sign professional seals in a way that locks the document from adding comments, as we will not be able to apply our electronic approval stamp.*

Typical minimum documents include the following:

- Application
- Building Plans
- Development (site) Plans
- Calculations
- Specifications
- HVAC Design

Naming Convention: Following a consistent naming convention is critical to accurately process and route applications in a timely manner. Each file in the initial submission should be clearly named based on the type of document as shown in the examples below.

Description of Document	AIN-OWNER NAME-DOCUMENT NAME
	123456 JOHNSON APPLICATION

Correction Submittals

Resubmittals are often necessary to address comments during the review process.

There are two types of resubmissions that maybe requested by a reviewer based on the extent of changes:

Informal Resubmittals: When there are only minor changes or clarifications required, the reviewer may request an informal resubmittal (e.g., a revised sheet, detail or notation) to address a specific comment. These resubmittals are typically handled directly between the reviewer and applicant and do not follow the formal resubmittal process.

Formal Resubmittals: When there are a number of comments or comments from multiple reviewer's a formal letter of comments is issued to the applicant and a formal resubmittal is required. Revision resubmittals should include a complete set of all documents for which, there were comments (e.g., a complete set of plans is required rather than just the sheets that have been changed).

Naming Convention: Each file in the resubmission should include the permit number, name of the document, resubmittal version (2, 3, 4 etc.) as shown in the example below.

RES19-1234 RESUBMITTAL 2

RES19-1234 SUBMITTAL 3

Revisions after Approval

Revisions after approval are required whenever there is a change to an approved plan. Submittals of such field changes may be made by uploading revisions to your eTRAKiT online account or by mailing or delivering a copy on CD, DVD, or flash drive to Community Development. The resubmittal must include the permit ID number and revised version of applicable documents using the proper naming convention.

File Size

The maximum file size of all files uploaded to your online eTRAKiT account **IS LIMITED TO 30 MB**. We request that files and photographs be sent using medium/normal resolutions to minimize file size.

Extremely large files may be brought to our office on a CD DVD or flash drive.

Standard File Names

The following is a list of typical file types and file names used by the County. Using these file names will speed up the processing of your application. Improperly named files may be rejected by the County.

- APPLICATION
- SITE PLAN
- PLANS
- HVAC
- RECHECK
- AIR SEAL
- CALCULATIONS
- TRUSSES
- BEAMS
- NARRATIVE
- DRAWING SET

Other Considerations:

- Reserve a 4"x3" space for approval stamp at lower right corner of cover page, and 3"x2" space at lower right corner of all subsequent sheets.
- PDF's of plans should be created full size, to scale, and rotated to be viewable. Individual plan sheets should be combined into one pdf file. Plans that are not legible or to scale will likely result in rejection comments leading to delays in permit approval.
- **Ensure any CD, DVD, or flash drive has a clear label identifying the name of the applicant, project, permit number (if available), and date of submittal.**