



# CITY *of* CLOVIS

## BUILDING DEPARTMENT

1033 FIFTH STREET • CLOVIS, CA 93612

### Electronic Plan Submittal

**Please note:** All Electronic Plan submittals go through the same standard review process as hardcopy submittals. Submitting an Electronic Plan does not constitute an expedited review.

#### **File Type and Submittal Standards:**

All digital files shall comply with the following standards.

##### **1. File format:**

- All digital documents shall be in Portable Document Format (PDF)
- Plans should have **no layers**, and it is recommended that the plans be **flattened** to reduce the file size before submittal.
- Plans may be hand-drawn to scale and scanned as a PDF or other approved drafting software and files saved as a PDF. Suggest vector bases PDFs that have been converted from (CAD or similar programs).

##### **2. Security:**

- PDF document security settings must allow staff to mark up the PDF file and create comments.
- Licensed professional stamps should be digital or wet stamped on a hand-drawn plan set.

##### **3. Page Size and Orientation:**

- All plans within each pdf file shall be architect scaled. Example  $\frac{1}{4}$ " = 1 ft.
- All plan sheets must be oriented to the landscape view.
- All supplemental information must be sized at 8-1/2" x 11" or 11"x 17".

##### **4. File Size:**

- The PDF file may be up to 200MB in size.

#### **Plan Submission Files:**

All plans shall be in PDF format and submitted through our CSS Portal.

Naming Convention: Please clearly name the PDF files; Example Truss specification should be named Trusses. Please also add a date at the end of each file name when submitting or resubmitting.

The submittal package should have separate PDF files, which should include the following:

##### **Building Plans (1 PDF file):**

- This file will include all architectural plans, plot plans, and, if required, all engineered structural plans.
- See the "Minimum Submittal requirements" document for information about what needs to be included in a complete set of plans.
- Architect or Engineer Stamp and Signature will be required at the time of the first submittal.

**Structural Calculations (1 PDF):**

- These PDFs will contain all of the engineered structural calculations, soils/geotechnical reports,
- special inspection forms stamped and signed.

**Truss Calculations (1 PDF):**

- This file contains the Manufactured Truss Specifications, and the truss specifications shall have the Engineer of Record stamp and signature on all pages of the truss package.

**Energy Code Documentation (1 PDF):**

- This file shall include all Prescriptive Energy Code requirements or Performance Energy Code (HERs) requirements, calculations (CF1R forms) required by the California Energy Code and the California Green Building Standards.

**Miscellaneous (1PDF):**

- This file shall include manufacturer specifications of appliances, project manuals, flood certifications & technical specifications.

**Fire Sprinklers (1PDF):**

- This file shall include fire sprinkler plans and hydraulic calculation reports.