



Planning, Building and
Code Enforcement

Electronic Plan Review

Setting up File Formatting for a Successful Submittal

CONTACT

For the electronic plan review permit application process, contact:

**Development Services
Permit Center
408-535-3555**

Electronic plan (eplan) review can save time and resources. This bulletin outlines the formatting requirements for a successful eplan submittal. Only submittals following these formatting requirements will proceed through eplan review. This bulletin addresss formatting only; for instructions on plan content, based on the project scope of work, please see the “Plan Requirements and Checklists” section at www.sanjoseca.gov/buildingbulletins.

SUBMITTAL REQUIREMENTS

Bring the following non-returnable item to the Development Services Permit Center:

- USB drive or CD/DVD with files of the project drawings and support documents:
 - Place all files on the root folder; do not use sub-folders. See page 2 for file naming conventions.
 - Only files for the current submittal are to be provided. If your project is a resubmittal, do not include files from the original submission.

Format. Formatting requirements are outlined below:

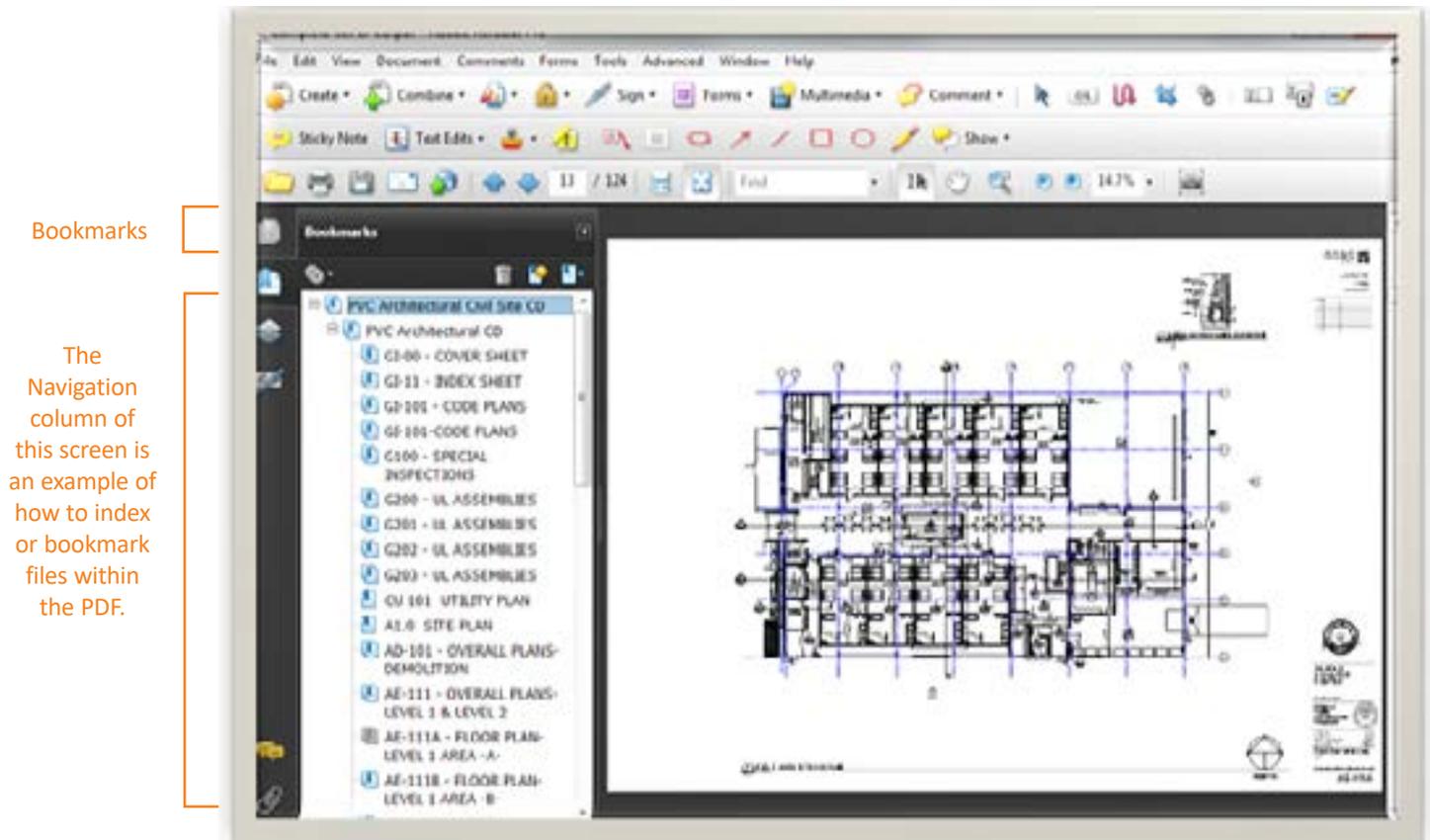
1. **PDF or PDF/A** - Digital documents must be PDF (portable document format) or PDF/A, compatible with Adobe Acrobat Version 9.0 or higher.
 - **Exported PDFs required for most projects** - A PDF exported from the native file, not a scan saved as a PDF, is required for most projects. PDFs of scanned documents are accepted only for supporting/reference documents and single-family additions or alterations, in which case, scan the hard copy at 150dpi minimum and 300dpi maximum for acceptable legibility and file size.
 - **Text-searchable PDFs** - For scanned or non-searchable PDF exports, apply Optical Character Recognition to your documents
 - **Separate sub-trade PDFs** - Create a separate PDF for each sub-trade or plan review item; see page 2.
 - **Supporting documents** - Calculations, cut sheets, forms, etc. must be separated from the plan sheets in a separate file(s). See page 2.
 - **Drawings** - All layer information must be removed and flattened into a single layer.
2. **Unsecured setting** - Choose “unsecured” on your security settings so that plan reviewers may mark up the documents or create notes.
3. **Landscape orientation** - All drawings must uniformly use landscape orientation. Maintain a uniform page position and insertion point for all files in all submittals.
4. **6x6-inch stamp space on Cover Sheet** - Provide a 6 x 6-inch clear space on the cover sheet for jurisdiction approval stamps.
5. **3x3-inch stamp space on each drawing sheet** - Provide a 3” x 3” clear space for jurisdiction approval stamp on the lower right quadrant in the same location of the title block.
6. **Scale, legibility and legends** - Plans shall be to scale, fully dimensioned, and legible:
 - **Text prints at minimum 10pt font size** - Use a legible font, equivalent or better than Arial, Gill Sans or Tahoma, set at minimum 10pt when printed.
 - **Use symbols and grayscale, not color** - Do not use color to differentiate items on the plans; instead use symbols, hatches, line-type, and line-weights to relay information. Include a legend that defines all symbols. Plans shall be legible when set to print in grayscale.
7. **Indexed Pages** - Index/bookmark and label the pages within the PDF. The index and page labels should note the sheet number as well as the title/description of each sheet. See the example on page 2.

Development Services Permit Center

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408-535-3555

www.sanjoseca.gov/permitcenter

SHEET INDEX/BOOKMARKS



FILE NAMING CONVENTIONS

Use these conventions for naming all files. Use UPPERCASE and hyphens (up to three hyphens allowed), not spaces, in the name.

S#-DISCIPLINE-FOLDER#-DESCRIPTOR.PDF

S# - This is the submission number where S1 = first submittal; S2 = second submittal for a resubmittal or revision; each subsequent resubmittal becomes S3, S4, S5 etc.

DISCIPLINE - This is the abbreviation for trade plans or area of review as applicable to your project:

AC =	Architectural Plan	PB =	Plumbing Plan
ST =	Structural Plan	PL =	Planning Division review
EC =	Electrical Plan	FE =	Fire review (Bureau of Fire Prevention)
ME =	Mechanical Plan	PW =	Public Works Department review

FOLDER# - Permit center staff will assign you a Folder Number during your application intake. For the first submittal use "TBD" in place of the Folder Number and the technician will rename it for you.

DESCRIPTOR - At the end of the name, you may include a word or combination word to describe the file further. For example, "FOUNDATIONCALCS" might be added to a file that shows the foundation engineering calculations. Do not use spaces in the descriptor.

Here are more examples of file names followed by how they are decoded:

S1-ME-TBD.PDF - First Submittal, Mechanical Plan, Folder Number, no descriptor added

S1-AC-TBD-GRADING.PDF - First Submittal, Structural Plan, Folder Number, descriptor for Grading Plan is added

S2-FE-12345678-HAZMAT.PDF - Second Submittal, Fire Review, Folder number, descriptor for HAZMAT locations is added

S3-EC-12345678-EVC.PDF - Third Submittal, Electrical Plan, Folder Number, descriptor for an Electrical Vehicle Charger plan is added

REMEMBER: Do NOT use more than three hyphens and do NOT use a space between words the Descriptor.