

ELECTRONIC PLAN REVIEW - FILE FORMAT REQUIREMENTS

This bulletin explains how to format files for a non-SJePlans electronic plan submittal, such as Residential Express. For instructions on plan contents, find your type of project in the “Plan Requirements and Checklists” section at .

For assistance with naming and uploading files for SJePlan projects, please see: [Building Permits With Plan Review - Instructions](#).

If you have questions or need assistance with your electronic plan submittal please email buildingpermits@sanjoseca.gov.

SUBMITTAL REQUIREMENTS

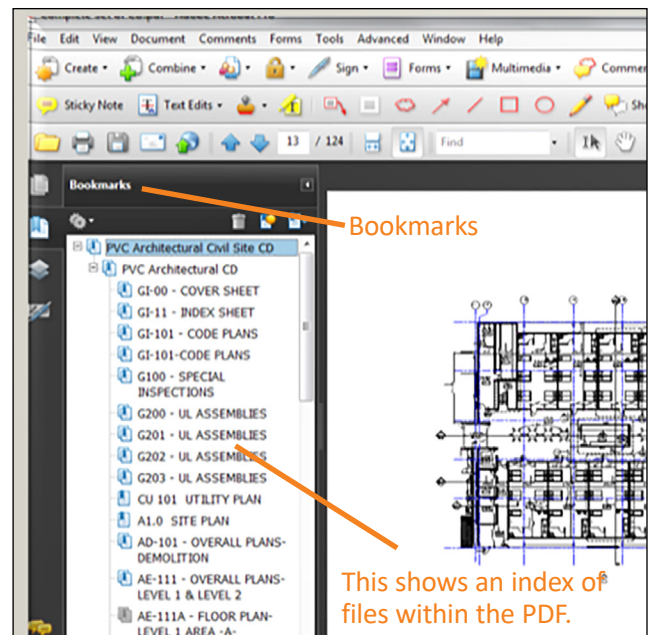
Initial Submittal

Within two business days of your appointment, upload your files in a single folder following the instructions at the Uploading Your Project Files webpage.

Resubmittal/Revisions - Follow the instructions at the [Resubmittal/Revision Service](#) webpage.

FORMATTING REQUIREMENTS

- PDF or PDF/A** - Export documents as PDF or PDF/A, compatible with Adobe Acrobat Version 9.0 or higher.
 - Exported PDFs are required for most projects** - A PDF exported from the native file (not a scan saved as a PDF) is required for most projects. Scans are accepted only for supporting documents and for single-family additions or alterations; in these cases, scan at 150dpi minimum and 300dpi maximum for acceptable legibility and file size.
 - Text-searchable** - For scanned or non-searchable PDFs, apply Optical Character Recognition to the document.
 - Separate sub-trades** - Create a separate PDF for each sub-trade or plan review item; see page 2.
 - Supporting documents** - Save calculations, forms, cut sheets, etc. as separate files from the plan sheets.
 - Drawings** - All layer information must be removed and flattened into a single layer.
- Unsecured setting** - Select “unsecured” in security settings so plan reviewers may mark documents.
- Landscape orientation** - Set all drawings to landscape orientation. Maintain a uniform page position and insertion point for all files in all submittals.
- Cover Sheet stamp space** - Set a 6”x6” space on the Cover Sheet for jurisdiction approval stamps.
- Drawing Sheet stamp space** - In the title block (lower right quadrant), set a 3”x3” space for jurisdiction approval stamps on all Drawing Sheets.



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6. Scale, legibility and legends - Plans must be drawn to scale, fully dimensioned, and legible:

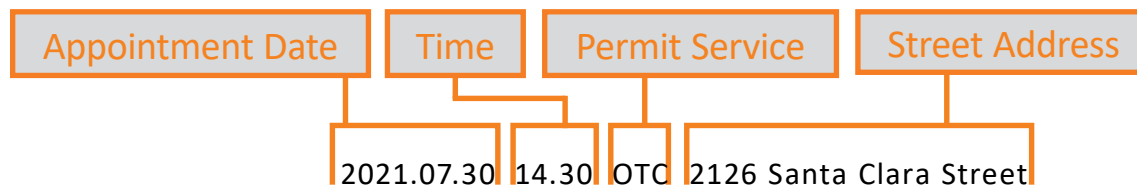
- **Minimum 10pt font** - Use Arial, Gill Sans, Tahoma, or other legible font. Set at minimum 10pt when printed.
- **Symbols and grayscale** - Use symbols, hatches, line type, and line weights — not color — to differentiate content. Provide a legend that defines all symbols. Plans must be legible when 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 screen shot at right.**FOLDER NAMING CONVENTIONS**

All files should be located in a main root folder when uploading.

Naming the folder. The folder name should be the date of your intake appointment, time of your intake appointment, service name, and street address of the building permit application, as shown in the example below:

2021.07.30_14.30_OTC_2126 Santa Clara Street

**FILE NAMING CONVENTIONS**

Use the conventions outlined below for naming all plan files and supporting documents. Use UPPERCASE and hyphens (up to three hyphens allowed) in the file name. Do not use spaces in the file name.

Here is the file name template: **S#-DISCIPLINE-FOLDER#-DESCRIPTOR.PDF**

S# - This is the submission number;

S1 = First submittal

S2 = Second submittal for a resubmittal or revision

Each subsequent resubmittal becomes S3, S4, S5, etc.

TRADE DISCIPLINE - This is the abbreviation for trade plans as applicable to your project:

AC = Architectural Plan

EC = Electrical Plan

ME = Mechanical Plan

PB = Plumbing Plan

ST = Structural Plan

GE = General information such as applications, forms, and supporting documents, such as

FOLDER# - 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 file name, you may include a word or combination word to further describe the file. For example, "FOUNDATIONCALCS" might be added to a file name to show that it contains the foundation engineering calculations. Do not use spaces in the descriptor.

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EXAMPLES OF FILE NAMES

Here are examples of file names and how they are decoded:

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

S1-AC-TBD-GRADING.PDF - First Submittal, Architectural Plan, Folder Number to be determined, descriptor for Grading Plan is added.

S2-GE-12345678-HAZMAT.PDF - Second Submittal, General information, Folder Number, descriptor for HAZMAT inventory is added.

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