

## BUILDING PERMIT APPLICATION – PLAN SCANNING REQUIREMENTS

**PDF FILES REQUIRED:** All documents must be in PDF format.

- All layers should be flattened and made into a single image to reduce file size.
- Specifications, renderings, photos, presentations, and other supplemental information must be submitted in PDF format
- Please bookmark files where possible.

**WHEN SCANNING PAPER DOCUMENTS:** It is recommended that plans/documents be converted into PDF format directly from the application from which they were created.

However, when scanning of hard copies is necessary, please follow these guidelines:

- Drawings should be scanned at a resolution of 300 dpi
- Supplemental materials may be scanned at lower resolutions, provided content remains legible

**FILE NAMING REQUIREMENTS:** (30 CHARACTER MAXIMUM) Plans and documents must be named as follows:

*Document Type–File Version–Project Address*

**Examples:**

- PermitApp-v01-6 Project Address (this is a copy of the permit application)
- Dwgs-v01-Project Address
- StructCalcs-V01-Project Address
- Geotech-v01-Project Address

**MAXIMUM ELECTRONIC FILE SIZE:** 120 MB per file.

Large drawing files exceeding 120 MB may be broken into disciplines as follows to reduce file size:

- ArchDwgs-v01- Project Address
- GeneralDwgs-v01- Project Address
- StructDwgs-v01- Project Address

**\*\* If you have any questions about the scanning requirements, contact Permit Staff at [permittech@cityofamericancanyon.org](mailto:permittech@cityofamericancanyon.org) or (707) 647-4582 \*\***

