

## Document Requirements: Tips for Uploading Documents

The following details the recommended Submission Standards when uploading Plans as part of your application/permit:

### Submission File Format Requirements:

- To support accurate measurement, the ability to search for text and for optimized performance, applicants should only submit vector files. Files containing raster or scanned content can be viewed and processed in our electronic plan review system, but for the reasons listed, vector is recommended.
- All text in submitted PDF files should be searchable
- PDF files must NOT require a password in order to view or to restrict the PDF permissions within the file
- For optimized performance and integration with the permitting system, the file size of each submission file may not exceed 225MB
- PDF Packages / Portfolios are not accepted

### File Naming Standards:

- The file names of Plans and other supporting documents should describe the file contents and include the submission order number, for example **Architectural Plan Set – Rev001.pdf**
- The same file name may be used for resubmissions, but the Submission number should be incremented for each review session by the applicant, for example **Architectural Plan Set – Rev002.pdf**

### Plan Sheet Numbering Standards:

- PDF files containing Plan / Drawing Sheets should contain a PDF bookmark for each sheet, that contains the Sheet Reference Number and optionally a Sheet Title, for example **A1.0 LOWER FLOOR**
- Plan Sheet Reference Numbers should be unique within a Record/Permit, two different drawing sheets should not have the same Sheet Reference Number. Take that into account when the number is entered manually and when verifying the sheet numbers.

*TIP - For best results, your plan sets should include a table of contents, i.e., bookmarks, of the sheet names.*

### Suggested order for the table of contents is as follows:

1. C (ex: Cover sheet, construction plans, civil)
2. G (ex: General notes)
3. S (ex: Structural)
4. A (ex: Architectural)
5. E (ex: Electrical)
6. M (ex: Mechanical)
7. P (ex: Plumbing, preliminary plat)
8. L (ex: Landscape)

9. T (ex: Title -24, energy)
10. CG (ex: Cal Green)

- When Plan Review comments are required, your updated Plan/Reference Document page numbers should remain the same for each subsequent submission version of the same drawing/reference sheet.
- Plan Sheets should be correctly orientated in the PDF submission file, to allow the Sheets to be viewed without needing to rotate the sheet, typically Landscape.
- Plans should be generated to a fixed scale, for example ¼" to 1', 1/8" to 1', 1cm to 1m.

**Supporting Document Standards:**

- Supporting documents should be submitted as separate files and not combined as part of a plan sheets submission file where applicable
- Documents that contain multiple pages, for example Structural Calculations, should be submitted as a single, multi-page file.
- Different categories of supporting documents should be submitted as separate files, for example Structural Calculations, Truss Calculation, Soil Report, etc.
- Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait.

To ensure a complete submittal package, please view the [City of Walnut Creek's submittal requirements and guidelines](#).

Please note there is a maximum file size not to exceed 225MB.