



A Tradition of Stewardship  
A Commitment to Service

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# Electronic Submittal Standards

## INTRODUCTION

This document includes County of Napa file preparation standards for electronic drawings and documents submitted as part of a building permit application. These file preparation standards are designed to ensure not only consistency at the application stage, but consistency in the County's long-term document retention system. If your documents do not follow these preparation standards, your application may be rejected, and/or the review delayed.

## GENERAL REQUIREMENTS FOR SUBMITTING DOCUMENTS

To submit your building permit application for review, please note the following general requirements.

1. ALL documents should be submitted in PDF format.
  2. Layers: No multiple layers. Layers must be merged or flattened.
  3. Format: Vector preferred
  4. Resolution: 300 pixels per inch (PPI)
  5. Color Depth: Monochrome (1-bit)
  6. File Size: 1 megabyte (MB) avg. per sheet. 50 MB total
  7. Grouping: Multiple-sheet PDF (single file with multiple sheets with all pages bookmarked)
- All documents are required to be flattened and full-size, one-to-one format.
  - Drawings must be submitted in black and white pdf documents, separated by discipline (e.g. architectural, structural, etc.). Drawings must be scaled and oriented correctly and must not exceed 50 MB. Scanned plans must be legible and to scale in order to be reviewed.
  - Files must be unlocked or unprotected so that corrections may be made by reviewers.
  - Each plan sheet must be bookmarked to clearly identify the content of the page.

*Example: Page A1.0 Architectural Site plan*

- Figures within documents shall be a maximum size of 11" x 17", unless part of a separate appendix.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate pdf. Shall be condensed to one file with bookmarks for all pages.

## Drawing Standards

- All text shall be readable and no font shall be smaller than 12 point or equivalent.
- All sheets shall be oriented so that the top of the sheet corresponds with the top of the computer monitor.
- A 5" x 5" space shall be left blank in the bottom right-hand corner of the first sheet/cover sheet of the drawings for the County of Napa to insert an approval stamp.
- Each plan sheet needs to include the project name and address.
- Plans cannot state "Not for Construction." Plans may state "For Agency Review".

**All sheets must be consolidated into one plan set with the Electric Submittal Checklist as the first page, and all sheets shall be bookmarked. Multiple files and/or files that are not bookmarked will not be accepted.**

### File naming Requirements:

When submitting your documents please use the following naming convention:

- Plans-date
- Supplemental-date

**Example: plans-060221 or Supplemental-060221**

Resubmittals would be named the same with the new date

**Example: plans-070221 or Supplemental-070221**

All documents shall be condensed to a maximum of 2 files. Multiple files will not be accepted. All files must be in PDF format and all sheets must be bookmarked. Please use the following table for determining document file type:

Type	Description	Use in file name
Architectural Plans	Complete project plan set including architectural and civil	Plans
Civil Plans	Civil Engineering plan for grading	Plans
Energy Forms	Energy Calculations, other related forms	Supplemental
Supplementals	Includes cut sheet, special inspection letters, etc...)	Supplemental
Geotech	Soil and Geotechnical Reports	Supplemental
SWPP		Supplemental

8. In order to optimize functionality, TrueType fonts are required for plan sets/drawings. Recommended fonts include Ariel, Times New Roman, Courier, and Helvetica.
9. All pages must be drawn to a scale and include a graphic scale or at least one dimension of a building or setback that will allow staff to calibrate the Blue Beam Software measuring tool.

Example of a Graphic Scale:

