



A Tradition of Stewardship  
A Commitment to Service

Planning, Building & Environmental Services  
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# Electronic Submittal Standards

## Introduction

In an effort to streamline the plan submittal process, reduce paper waste, and reduce the expense and inconvenience of printing multiple copies of construction documents, the County of Napa has developed an electronic plan review program.

Please use the following instructions to prepare your construction plans, maps, and technical documents for electronic plan review.

**Important!** An electronic plan review will not commence, notwithstanding unpaid fees, until the Plans, Maps, and Supplemental Documents, referenced herein as 'Plans', are submitted meeting the following requirements. Failure to meet these requirements could result in a request for resubmittal and/or delay the start of the plan review process.

## Submittal Requirements (Quick Checklist)

All documents (Plans Sets) submitted for electronic plan review are required to be in PDF format and must meet the following formatting requirements. Failure to comply with these requirements will delay processing of your submittal.

- PDF filenames must meet the file naming convention
- PDF filenames cannot include special characters (% , + , \$ , #) or the date
- Plan sets must have bookmarks that list sheet number and sheet title
- Plan sets must consist of a single PDF file
- PDF files must not exceed 250MB in size
- PDF files must not be password protected or locked
- PDF files must not contain layers or comments
- Plan sets must not have plan sheets/pages larger than 36x48 inches
- Plan sets must have uniform content orientation and page alignment
- Plan sets must be scaled and include a scale bar on each sheet or include measurements for each object
- Plan sets must meet drawing standards have a 2x2 inch space located in the title block of each sheet for approval stamps
- Resubmittals should be submitted using the appropriate filename and version #
- Resubmittals must not have reordered, inserted or omitted pages

## Preparing Plans Sets for Submittal

Please note that troubleshooting suggestions and screenshots included in this section have been created using Adobe Acrobat Pro. Other PDF tools may offer similar solutions.





### File Naming Convention

Specific file naming conventions for all documents are required to facilitate the electronic plan review process. Depending on the Type please use the combination of filename and versions#.

- Filename+version number, example: PlansVer1
- Filename+version number for resubmittal, example: PlansVer2

Type	Document Description	Filename
Architectural Plans	Complete project plan set including architectural and civil.	Plans
Civil Plans	Civil Engineering plan for grading.	Civil
Energy Forms	Energy Calculations or other related forms.	Energy
Supplementals	Includes cut sheet, special inspection letters, etc.	Supp
Geotech	Soil and Geotechnical Reports	Geo
SWPP	Stormwater pollution prevention plan	SWP
Hydrology	Water usage	Hydro

Note: Resubmittals and/or Revisions please use same combination with the next version number.

Name	Type	Size
 EnergyVer1.pdf	Microsoft Edge P...	3,983 KB
 SuppVer1.pdf	Microsoft Edge P...	14,423 KB
 PlansVer1.pdf	Microsoft Edge P...	40 KB
 PlansVer2.pdf	Microsoft Edge P...	40 KB

**Example of  
Resubmittal/Revision**

**CORRECT**

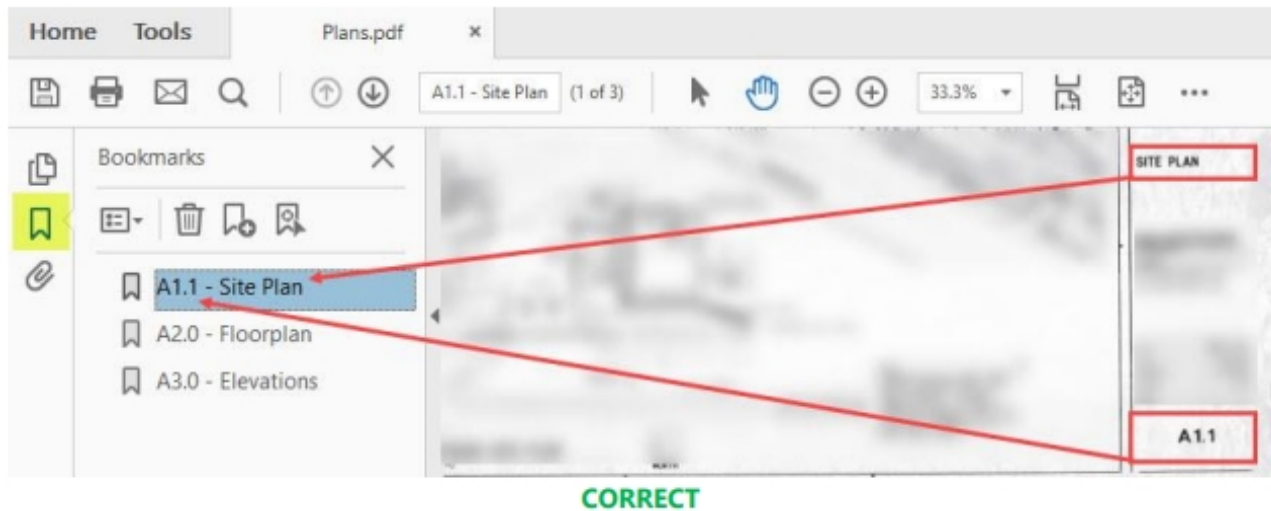
- Do not use special characters in the filename (%,+,\$,#).
- Do not include the date or the project number in the file name.
- Filenames can not exceed 30 characters in length, this includes spaces and .pdf.

Name	Type	Size
original	File folder	
documents for the smiths.pdf	Microsoft Edge P...	1,335 KB
ETC.CONST%. PLANS (2).pdf	Microsoft Edge P...	1,165 KB
1mainstreet.document submittal.pdf	Microsoft Edge P...	13 KB

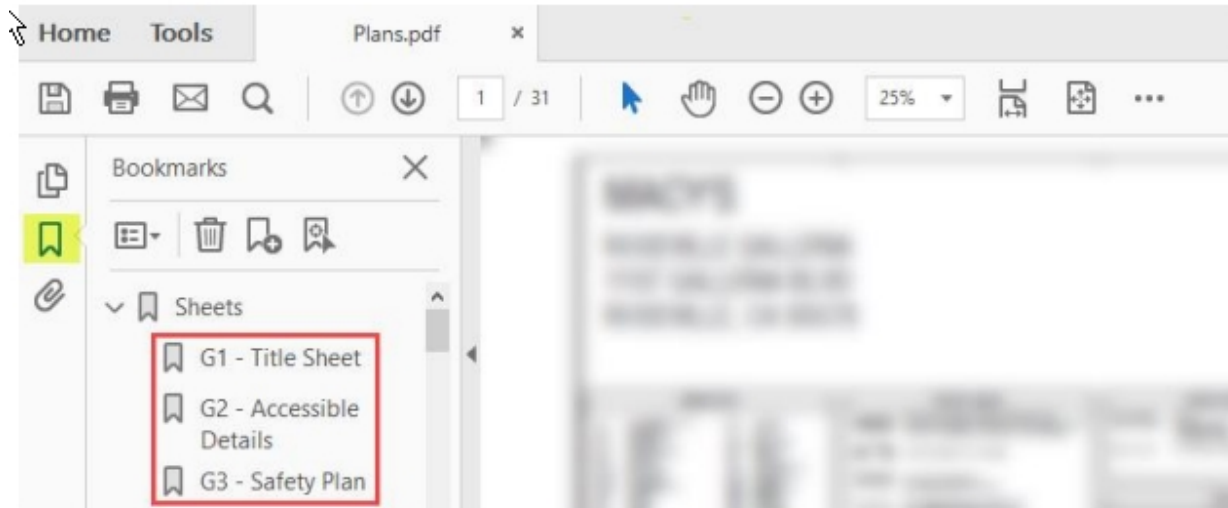
**NOT CORRECT**

## Bookmarks

Plan Sets are required to have bookmarks to facilitate the electronic plan review process. Each plan sheet shall be indexed or bookmarked by sheet number and sheet title as shown in the example below. Failure to do so will delay processing of your submittal.



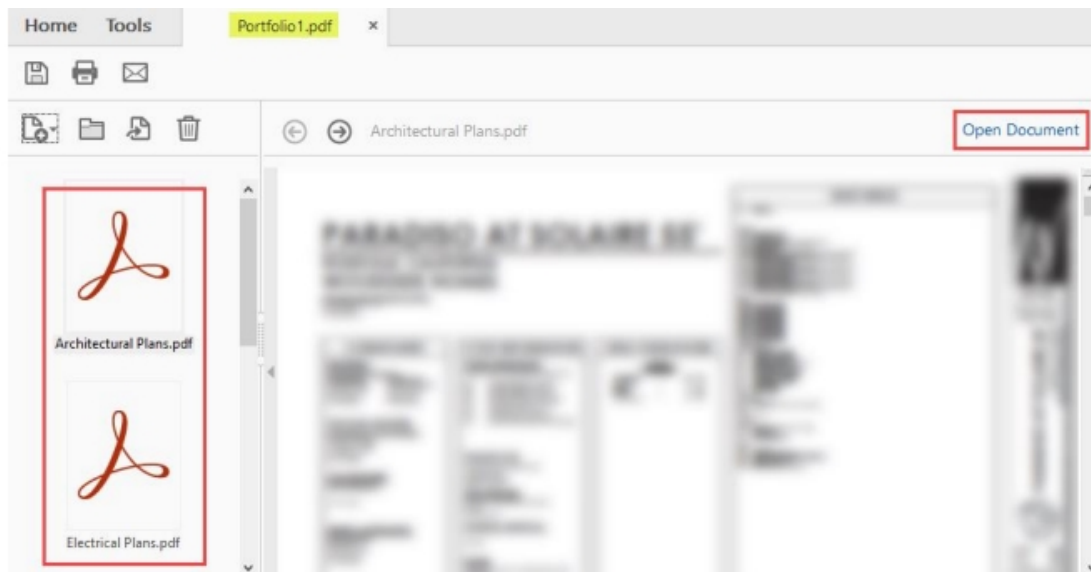
Please note that all bookmarks must be on the same level as the topmost bookmark. Bookmarks cannot be indented, or nested as shown in the example below. To un-nest bookmarks, simply select the nested bookmarks and drag them to the same level as the topmost bookmark. *Please be aware that you must bookmark your resubmittals the exact same as your original plans.*



NOT CORRECT

### Single PDF File

If the Plan Set consists of multiple files they must be merged into a single PDF file, failure to do so will delay processing of your submittal. We do not accept files submitted in Adobe Acrobat Portfolios/Packets as shown in the example below.

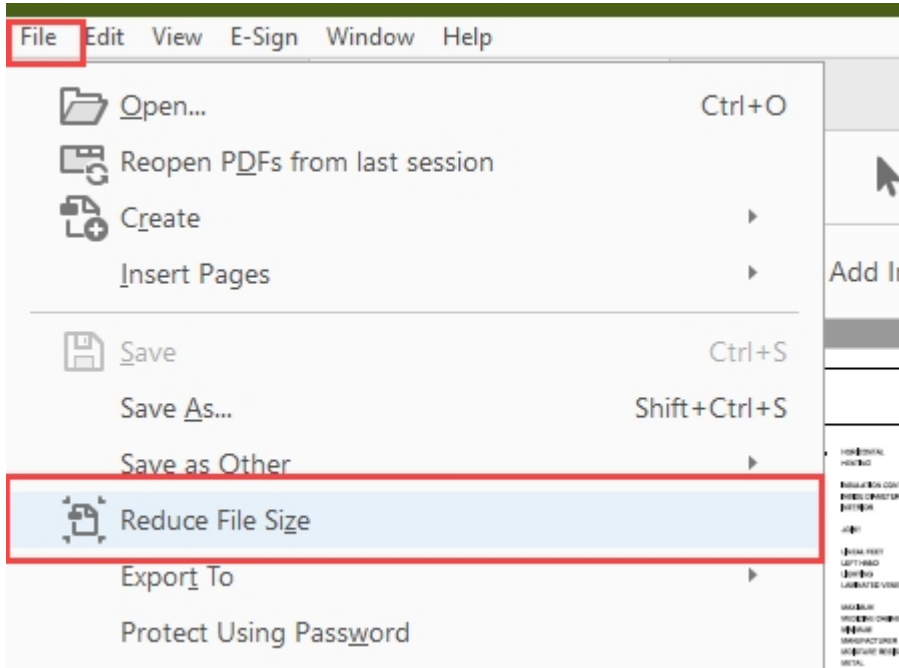


NOT CORRECT

### File Size

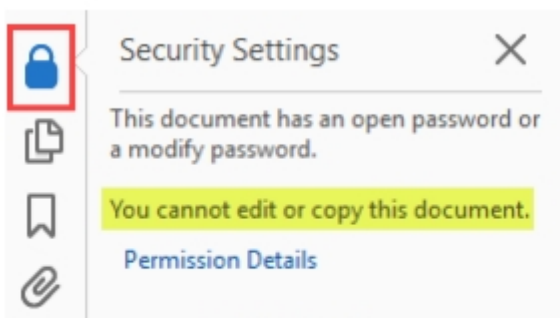
PDF file size must not exceed 250MB in size. To verify your file is in compliance, open the file and select "File" then "Properties" to view the File Size. If your file is too large, you can reduce the file size. Open the file and select "Save as Other" then "Reduced Size PDF".

If your file is too large, you can reduce the file size. Open the file and select “Reduce File Size”. Save to your designated folder.



### Protection

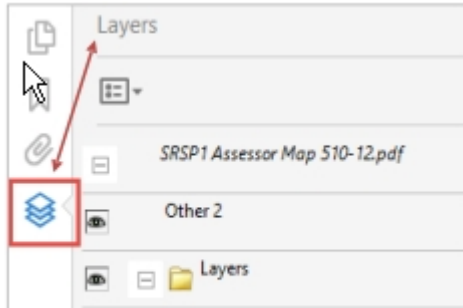
Do not submit password protected or locked PDF documents as shown in the example below. Electronic plan reviews are conducted on copies of the original files provided. The original PDF's are not changed in any manner. Files must be unlocked prior to submittal, failure to do so will delay processing of your submittal.



**NOT CORRECT**

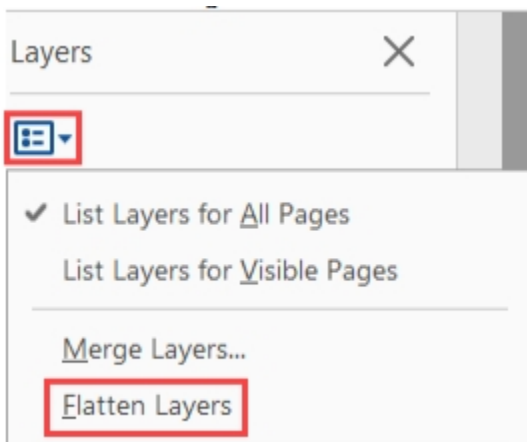
## Layers and Comments

Do not submit documents with layers or comments. Layers and comments must be flattened prior to submitting, failure to do so will delay processing of your submittal. When a document contains layers, the 'Layers' icon will display in the viewing window on the left. Click on the icon to view the list of layers as shown in the example below.



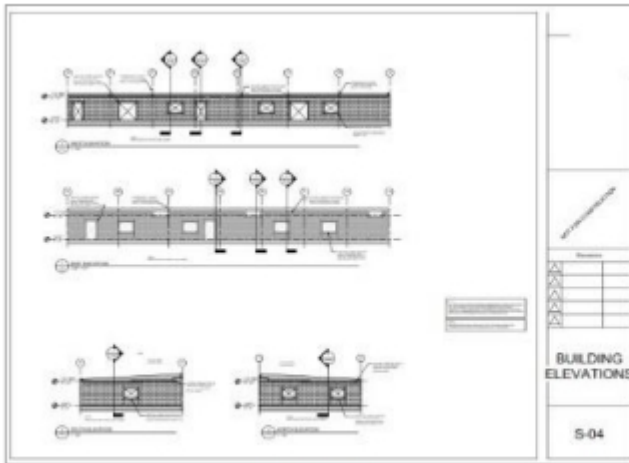
**NOT CORRECT**

To flatten layers, select the Options button in the viewing window and choose Flatten Layers.

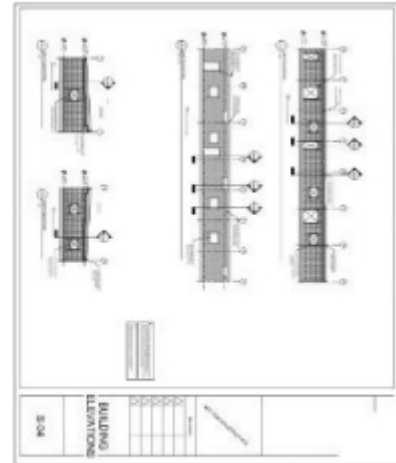


## Content Orientation

Plan Sheets must all be properly oriented, meaning content is upright, not sideways or upside down, so that the document can be viewed without rotation. To check that pages are properly oriented, open the document and do a 'print preview'. Scroll through each page in the preview window to make sure the pages are properly oriented.



**CORRECT**

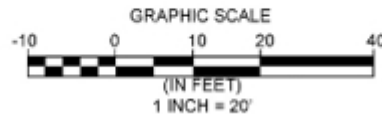


**NOT CORRECT**

## Scale

Plans must be saved at 'full size' and 'to-scale' to ensure proper measuring of lines and areas electronically and must include a scale bar on each sheet, or include the measurements for each object.

Example of a Graphic Scale:



## Approval Stamps

To facilitate digital stamping of approved plans, a clear space for a 2" x 2" County of Napa Approval Stamp is required on each sheet. This stamp space must be located in the lower right-hand quadrant of the title block, and must be located in the same exact location on each sheet.

## Drawing Standards

Additional plan sheets guidelines:

- Each plan sheet needs to include the project name and address.
- Plans sheets cannot state "Not for Construction." Plans may state "For Agency Review".
- All text shall be readable and no font shall be smaller than 12 point or equivalent. Recommended fonts include Ariel, Times New Roman, Courier, and Helvetica.
- Format: Vector preferred
- Resolution: 300 pixels per inch (PPI)
- Color Depth: Monochrome (1-bit), Black/White
- Figures within a plan sheet shall be a minimum size of 11" x 17", unless part of a separate appendix.