



ePlans Upload Requirements

Before uploading electronic plans and documents, it is important to follow the standards below:

File Types:

- **Plans and Survey/Site Plans:** Each sheet or page must be uploaded as a separate PDF file and must be to scale. Plans and surveys will be rejected if uploaded as a multi-page file (e.g., five-page PDF document) or documents are not accurately drawn to scale.
- **Documents:** Supporting documents required as part of your application submission, other than drawing files (e.g., energy calculations, letters, reports, etc.), can be uploaded as a separate multi-page document. Searchable PDF files are preferred for supporting documents.

Page Sizes:

- **Residential Surveys:** No larger than 11" x 17"
- **Residential Plans and Drawings:** No larger than 24" x 36"
- **Commercial Plans, Drawings and Surveys:** No larger than 30" x 42"

Stamp Reserve Area:

- Each plan and drawing sheet must reserve a 2" x 2" blank area on the upper right corner of the drawing for the city's electronic approval stamp.

File Naming Standards:

File uploads must follow the naming standards for the type of permit:

- ✓ File names should reflect the file's content
- ✓ Limit the file name to 50 characters or less
- ✓ Do use "&" (ampersand), "." (period), and "-" (dashes).
- ✓ Do NOT use any other special characters including "_" (underscore), %, #, or "," (commas), etc.

Residential Permits and New Single Family Attached and Detached Homes (1-2 units):

Below is the required file name format, which includes the following 4 data elements that make up the file name:

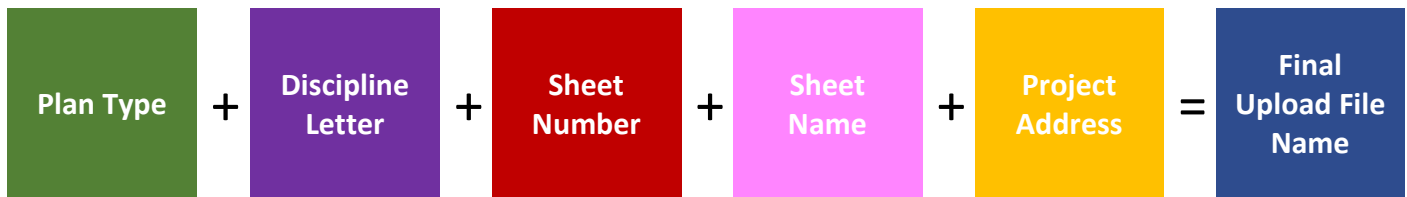


Type of Permit Applied For	File Name for Permit	Example Names of Your Plan or Drawing Page*	Project Address	Final Upload File Name
Above Ground Swimming Pool/Hot Tub	Pool	Construction Plan	7450 149 St	Pool Construction Plan 7450 149 St
		Fence Plan	7450 149 St	Pool Fence Plan 7450 149 St
		Impervious Calculations	7450 149 St	Pool Impervious Calculations 7450 149 St
		Landscape Plan	7450 149 St	Pool Landscape Plan 7450 149 St
Addition/ Porch	Addition	Floor Plan	7450 149 St	Addition Floor Plan 7450 149 St
		Elevation Plan	7450 149 St	Addition Elevation Plan 7450 149 St
Alteration/ Remodel	Remodel	Kitchen Plan	7450 149 St	Remodel Kitchen Plan 7450 149 St
Basement/ Lower-Level	Basement	Floor Plan	7450 149 St	Basement Finish Floor Plan 7450 149 St
Deck (Includes New, Replacement and/or Repair)	Deck	Drawing	7450 149 St	Deck Drawing 7450 149 St
		Footing Plan	7450 149 St	Deck Footing Plan 7450 149 St
Foundation Drain Tile	Drain Tile	Construction Plan	7450 149 St	Drain Tile Construction Plan 7450 149 St
Foundation Repair	Foundation Repair	Building Plan	7450 149 St	Foundation Repair Building Plan 7450 149 St
Garage/Accessory Structure	Garage	Elevation Plan	7450 149 St	Garage Elevation Plan 7450 149 St
		Foundation Plan	7450 149 St	Garage Foundation Plan 7450 149 St
		Framing Plan	7450 149 St	Garage Framing Plan 7450 149 St
In-Ground Swimming Pool	Pool	Construction Plan	7450 149 St	Pool Construction Plan 7450 149 St
		Fence Plan	7450 149 St	Pool Fence Plan 7450 149 St
		Impervious Calculations	7450 149 St	Pool Impervious Calculations 7450 149 St
		Landscape Plan	7450 149 St	Pool Landscape Plan 7450 149 St
New Single-Family Detached	Single-Family	Floor Plan	7450 149 St	Single-Family Floor Plan 7450 149 St
		Foundation Plan	7450 149 St	Single-Family Foundation Plan 7450 149 St
		Elevation Plan	7450 149 St	Single-Family Elevation Plan 7450 149 St
		Detail Sheet	7450 149 St	Single-Family Detail Sheet Plan 7450 149 St
New Single-Family Attached	Twin Home	Floor Plan	7450 149 St	Twin Home Floor Plan 7450 149 St
		Foundation Plan	7450 149 St	Twin Home Foundation Plan 7450 149 St
		Elevation Plan	7450 149 St	Twin Home Elevation Plan 7450 149 St
		Detail Sheet	7450 149 St	Twin Home Detail Sheet Plan 7450 149 St
Retaining Wall	Retaining Wall	Engineer Plan	7450 149 St	Retaining Wall Engineer Plan 7450 149 St
		Construction Plan	7450 149 St	Retaining Wall Construction Plan 7450 149 St
Solar	Solar	Layout Plan	7450 149 St	Solar Plan 7450 149 St
Window/Door Changing Size or Egress Window	Window	Construction Plan	7450 149 St	Window Plan 7450 149 St
		Egress Drawing	7450 149 St	Window Egress Drawing 7450 159 St

*Generic example names of what your plan or drawing may be called.

Commercial and New Multi-Family Naming Standards:

Below is the required file name format, which includes the following 4 data elements that make up the file name:



Plan Type	Discipline Letter	Sheet Number	Sheet Name	Project Address	Final Upload File Name
Architectural	A	000-999	Cover Sheet	4505 124 St	A1.0 Cover Sheet 4505 124 St
Architectural	A	000-999	First Floor Plan	4505 124 St	A2.1 Floor Plan – Level 1 4505 124 St
Architectural	A	000-999	Elevation	4505 124 St	A3.0 West Elevation 4505 124 St
Civil	C	000-999	Grading	4505 124 St	C0.01 Grading & Erosion 4505 124 St
Civil	C	000-999	Utility	4505 124 St	C0.02 Utility Plan 4505 124 St
Demolition	D	000-999	Demo	4505 124 St	D1.0 Site Removals 4505 124 St
Equipment	Q	000-999	Conveyor	4505 124 St	Q1.1 Salt Conveyor 4505 124 St
Fire	F	000-999	Fire Truck Access	4505 124 St	F1.1 Fire Truck Access 4505 124 St
Fire Protection	FP	000-999	Fire Alarm	4505 124 St	FP0.01 Fire Alarm Floor 1 4503 124 St
Fire Suppression	FS	000-999	Fire Suppression	4505 124 St	FS0.01 Fire Sprinklers 4505 124 St
Geotechnical	G	000-999	Soil Map	4505 124 St	G100 Soil Map 4505 124 St
Interior	I	000-999	Wayfinding	4505 124 St	I0.01 Wayfinding Signage 4505 124 St
Lighting	L	000-999	Photometrics	4505 124 St	L1,1 Photometrics 4505 124 St
Mechanical	M	000-999	Mechanical	4505 124 St	M1.1 Mechanical Units 4505 124 St
Plumbing	P	000-999	Plumbing	4505 124 St	P100 Plumbing Fixtures 4505 124 St
Site Plan	SP	000-999	Site Plan	4505 124 St	SP1Site Plan 1 st Phase 4505 124 St
Structural	S	000-999	Framing Plan	4505 124 St	S Framing plan – South 4505 124 St
Survey	V	000-999	Survey	4505 124 St	V1.0 Certificate of Survey 4505 124 St
Telecomm	T	000-999	Antenna	4505 124 St	T1.1 Ground Equipment 4505 124 St
Tree Preservation	TP	000-999	Tree Survey	4505 124 St	TP Tree Planting Schedule 4505 124 St
Other:	O	000-999	Site Furniture	4505 124 St	O1.1 Furniture – Entrance 4505 124 St