

## ***Electronic Plan Review Document Format Requirements***

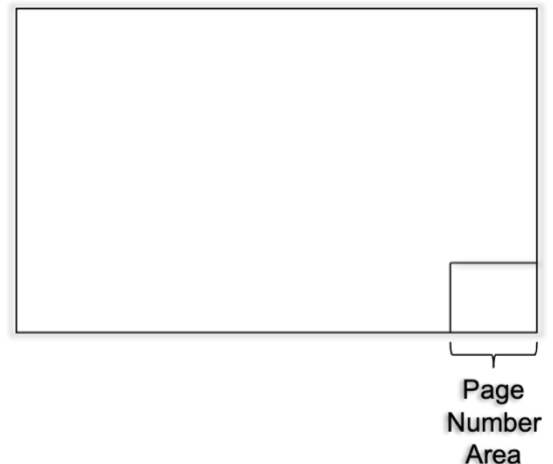
In order for projects to be successfully reviewed in Electronic Plan Review (ePR), the following plan review document format requirements must be followed. ***Documents that do not comply with these requirements will be rejected*** and returned to the applicant for adjusting to conform with these requirements. Rejected documents will result in processing delays.

- ***Consolidated Plans:*** Plans must be consolidated into one set (see Maximum File Size).
- ***Maximum File Size:*** The maximum file size is ***100 MB per file***. Documents that exceed 100 MB will need to be separated into multiple documents.
- ***Preparing File Sets:*** For files larger than 100 MB, grouping and submitting plans in logical sub-sets is required.
- ***File Type:*** Plan review documents must be saved in PDF 1.4 format or greater. Zipped files will be rejected.
- ***File Content:*** Files need to be flattened/optimized PDFs.
  - Flatten drawing layers when creating PDFs from CAD; or
  - Flatten drawing layers by using the "Save As/Flattened" option; or
  - Use the "Optimize PDF" option within a PDF editor (e.g., Adobe Acrobat Pro).
  - Ensure that no comments, stamps, or other "editable content" appear in the "Comment" panel of the PDF tool. Files with editable content will be rejected.
- ***File Drawing Style:*** Plans must be drawn using a black/white plot style.
- ***Paper Size:*** Plan size must be *between* 18x24 and 36x48 inches.
- ***Scale:***
  - Plans must be drawn and saved "To Scale" to ensure proper measuring of lines and areas.
  - All measurements must be provided in the English scale. If items on the sheet are provided in a metric scale (e.g., tools), conversion of the metric measurement to the English measurement needs to be provided on the sheet.
  - Include a graphic scale on each sheet or include the measurements for each object.
- ***File Orientation:*** All pages must be properly oriented, meaning upright, and not sideways or upside down. A mix of portrait and landscape-oriented plans is acceptable as long as the pages are all upright. Pages that are turned sideways or upside down will be rejected.
- ***File Encryption:*** Files cannot be password protected or encrypted/locked.
- ***Cover Sheet:*** For designer's use; needs to include a sheet index. For plan sets that need to be broken up, the cover sheet is only required on the first set of the plans in the

multi-PDF set of plans. For these broken up plan sets, the index on the cover sheet needs to include the plan sheets for all of the plan set PDFs.

- **Page Number Area:** The page number needs to be in the bottom right corner of the sheet and applied to every plan sheet (Figure 1). *No other images can be in the page number area.*

**Figure 1: Page Number Area**



- **Page Numbering:** Page numbering must be positioned at the lower, right-hand corner of the sheet and comply with the following:
  - Page numbers must start with a letter followed by a number (e.g., A1, A-11).
  - Page numbers must be 12 characters or less in length.
  - Use a large, easy to read font.
  - Use a standard **True Type** font with continuous, filled-in characters that are easy to read (e.g., Arial, Calibri, Courier, Helvetica).
  - Provide adequate white space between each character. Touching/overlapping fonts will be rejected.
  - Provide a high-quality image with at least 150 DPI or higher and without significant compression artifacts.
  - Ensure the Z coordinate value of the text is zero.
  - Do not use the following font effects:
    - *Italics*, or
    - Unfilled outlined fonts, or
    - *Overlapping text that replicates handwriting.*
- **File Naming:**
  - Name each plan set “Plans” followed by an underscore ( \_ ) and a brief description of the plans in the PDF. Name each document (non-plans) “Doc” followed by an underscore ( \_ ) and a brief description of the document. Examples of PDF naming:
    - Plans\_All
    - Plans\_Set 1 of 2, Plans\_Set 2 of 2
    - Doc\_Structural Calcs
  - Do **not** include any of the following special characters in the file name:
    - ! \* ; : @ & = + \$ , / ? % # [ ] “ < > |



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- File names must be less than 140 characters in length.
- **Scanned Files:**
  - Scanned documents are acceptable and *must*:
    - Meet all other submittal requirements listed above.
    - Have properly aligned page edges so they are not skewed.
    - Use at least 150 DPI or higher and be without significant compression artifacts.