Preparing Plan Documents for the FTP Site

Electronic submittal via the FTP site is the most preferred method for plan submittal for both residential and commercial review. This service provides multiple features to help expedite the plan review process for your convenience including, but not limited to, same day project retrieval, same day distribution of documents to other departments as needed for review (commercial), ease of revision submission, increased legibility of plan documents, and immediate availability of reviewed/ approved plan packages for retrieval. To utilize this service, please follow the instructions below:

1. Convert your CAD Drawings into individual PDF documents. Your plan documents must be in PDF form. We cannot open CAD drawings or any other form of electronic media. DO NOT COMBINE THE INDIVIDUAL DOCUMENTS INTO A SINGLE PDF FILE. WE WILL NOT ACCEPT A SUBMITTAL AS A SINGLE PDF FILE. WE WILL REQUEST A RE-SUBMITTAL FOR INDIVIDUAL DOCUMENTS. Ensure each page is physically oriented properly when viewing, also name each sheet as to the contents (Example: A1.0 Cover Sheet or A2.1 Floor Plan). Do not add any other information such as the project name, etc. Move these PDF files to a single location in a File Folder.

2. Scan all associated documents, (Permit Application, Energy Code Compliance, Asbestos Survey, TDLR, Spec Book, etc) converting to PDF files. You may combine each of these into a single PDF for each type. Place these in the File folder with the Plan PDF files.

3. Highlight the PDF's within the folder, right click, go to Send To and select Compressed (zipped) folder. This will create a compressed zipped file that can be uploaded. Any other submittal other than a zipped folder will be rejected.

To take advantage of the same day project retrieval convenience of the FTP site, please be sure your project has ALL of the documents listed on the Project Acceptance Checklist included and these documents are formatted as above. Submittals in any other format will not be accepted.

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