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PDS Online | ePlanReview

# Electronic Plan Review Submittal Standards

Revised January 2012



**City of Boise • Planning & Development Services**

150 N. Capitol Blvd • Boise, ID 83702 • [www.cityofboise.org/pds](http://www.cityofboise.org/pds)

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# File Naming Standards

Drawing file names must include the first characters of the discipline name, followed by the sheet number and name.

**Electronic plans that do not meet these requirements will fail our pre-screen review. Resubmittals must use the EXACT same file name as the original.**

- Sheet ID Name**  
 The first character must represent the discipline area (“A” for Architectural, “S” for Structural, etc.); use more characters if required, such as “ESC” for Erosion and Sediment Control. Ensure all plans, including the associated details, are submitted under the correct discipline.
- Sheet Number**  
 The sheet number may be listed with decimals or in whole numbers.
- Sheet Name**  
 The sheet name must clearly indicate the information found on the page. *Example:* A002.1 – Second Level Floor Plan Details.

## Required Files

### 1. Cover Sheet

A cover sheet is required. The file must be named “A0.0\_CoverSheet”

### 2. Index Sheet

An index sheet is required if not on the cover sheet. It must be named “A0.1\_Index Sheet” and include all plan file names with title designations.

Example:

A2.1 – Second Level Floor Plan

Discipline	Sheet ID	Sheet Number	Example File Names
<b>Cover Sheet</b>	<b>A0.0</b>	<b>1.0</b>	<b>A0.0_Cover Sheet</b>
<b>Index Sheet</b>	<b>A0.1</b>	<b>1.0</b>	<b>A0.1_Index Sheet</b>
Landscape	L	1.1	L1.1_Overall Site
Erosion and Sediment	ESC	1	ESC1_ESC Plan
Architectural	A	2.0	A2.0_First Level Floor Plan
Structural	S	1.4	S1.4_Third Floor Demolition
Plumbing	P	1.0	P1.0_Fixture Plan
Electrical	E	1.0	E1.0_Lighting
Mechanical	M	1.1	M1.1_First Floor Demolition
Civil	C	1.0	C1.0_Topographic Site Plan
Site Plan	SP	100	SP100_Site Plan
Interior Design	ID	1	ID1_First Floor Finishes
Life Safety and Master Egress	LSP	1	LSP1_Master Egress

# Plan Sheet Standards

All plans must be drawn to scale and each sheet should state the scale. When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.

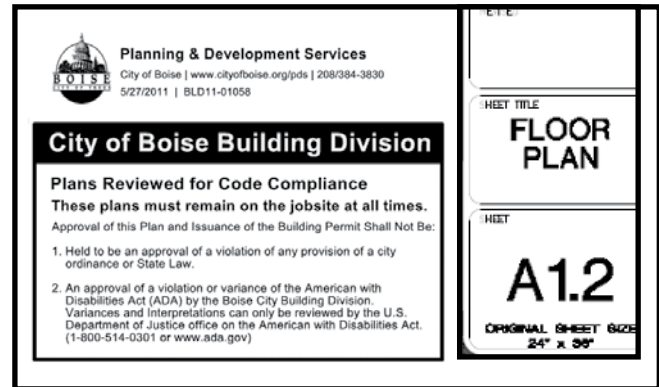
**Each plan must have a space reserved for City approval stamps as specified below. Electronic plans that do not meet these requirements will fail our pre-screen review.**

- **Cover Sheet**

Reserve the bottom right corner for City approval stamps. Leave a blank 4" x 4" space located 3" off the right sheet edge to allow for the title block. (See image)

- **Drawing Files**

Reserve the bottom right corner for City electronic stamps. Leave a blank 4" x 2" space located 3" off the right sheet edge to allow for the title block.



All drawings must reserve a space on the bottom right corner for City approval stamps.

# Upload Requirements

## Acceptable File Types

- **Plans**  
Plans must be submitted in a searchable PDF format (non-scanned) or as an AutoCAD DWG file. Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.
- **Documents**  
Calculations, reports and other supporting documents (non-drawing files) must be uploaded as searchable PDF files or legible scanned documents.

## Upload Individual Sheets

- Plans must be uploaded as individual sheets in pdf format. However, the individual pdf files may be bundled into a single zip file to expedite the uploading process.

## Landscape Orientation

- All plans must be uploaded in "Landscape" format in the horizontal position.

## File Locations

- **Drawings**  
Upload all drawings into the project's "Drawings" folder.
- **Documents**  
Upload all documents (any non-drawing files, completed submittal checklists, truss calculations, structural calculations, geo-technical reports, etc.) into the project's "Documents" folder.

# ePlanReview and PDS Online

## What's the Difference?

- ePlanReview**  
 PDS performs electronic plan review using the **ProjectDox** software program and the **ePlanReview website**. This site is separate from PDS Online and requires a separate login.
- PDS Online**  
 PDS Online provides customized, subscription-based permit information for PDS customers. A free membership account is required, and all services are provided free of charge.

## Synchronize Passwords

- ePlanReview**  
 Log in to the [ePlanReview website](https://eplanreview.cityofboise.org) and click the "Profile" button on the top left. Enter your current password, then a new password. Be sure to save your changes. <https://eplanreview.cityofboise.org>
- PDS Online**  
 Log in to [PDS Online](http://pdsonline.cityofboise.org/pdspermits/) and click the "Account Summary" tab. Click the "Change Password" button, enter your current password, then create a new password that matches the password you used for ePlanReview. Save the changes. <http://pdsonline.cityofboise.org/pdspermits/>

## Download Approved Files

After the plans have been approved, we'll send e-mail notification that the plans are ready for download.

- Open the e-mail and click the link. Log into ePlanReview, and open the "Approved Drawings" folder (Fig. 1).
- Click the check mark (Fig. 2) to select all files, then click the "Download checked files" icon (Fig. 2).
- The files are bundled as a zip file for convenience. Click the "Download" button and save the zip file to your computer.

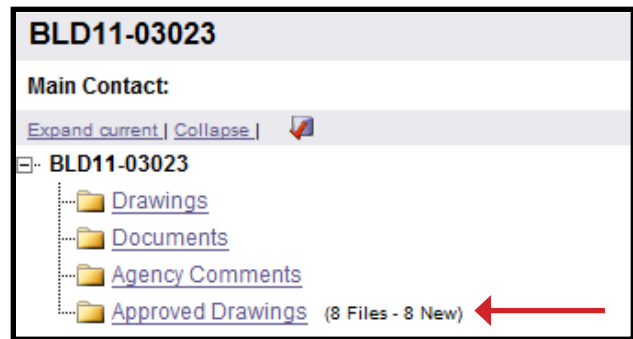


Fig. 1

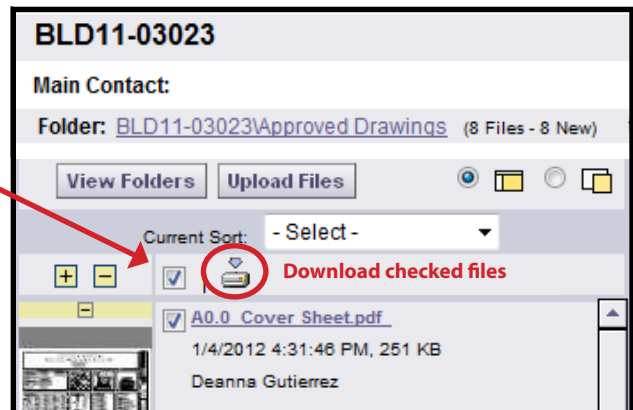


Fig. 2