
PDS Online | ePlanReview

Electronic Plan Review Submittal Standards

Revised July 2017



City of Boise • Planning & Development Services

150 N. Capitol Blvd • Boise, ID 83702 • <http://pds.cityofboise.org>

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.

File Requirements

Residential and Commercial applications must comply with the standards listed in this document and staff member requirements.

A cover sheet is required for all submittals

Example File Names:
 A0.0_Cover Sheet
 1_Cover Sheet
 A0_Cover Sheet
 G0_Cover Sheet

Commercial Plan Naming Conventions			
Discipline	Sheet ID	Sheet Number	Example File Names
Cover Sheet	A	0.0	A0.0_Cover Sheet
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

Residential Plan Naming Conventions			
Discipline	Sheet ID	Sheet Number	Example File Names
Site Plan/Cover Sheet	N/A	N/A	Site Plan or Cover Sheet
Foundation	N/A	N/A	Foundation
Floor Plan	N/A	N/A	Floor Plan
Elevation	N/A	N/A	Elevations
Roof Framing	N/A	N/A	Roof Framing
Sections/Details	N/A	N/A	Sections
Electrical	N/A	N/A	Electrical
Wall Bracing	N/A	N/A	Wall Bracing
Floor Framing	N/A	N/A	Floor Framing
Structural	S	1	Stamped Foundation
Civil	C	1.0	Grading & Drainage
Erosion and Sediment	ESC	1	ESC Plan
Landscape	L	1.1	Landscape Plan

Allowed Characters in File Names

Only certain characters are allowed in file names when uploading to ePlanReview. These have changed as of our most recent software update, August 7, 2017.

Type	Characters
Alphanumeric	A-Z, a-z, 0-9
Dash	-
Underscore	_
Period	.
Parentheses and Brackets	(), [], { }
Percent	%
Pound	#
Exclamation Point	!
Commercial At	@
Dollar Sign	\$

File Naming 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.

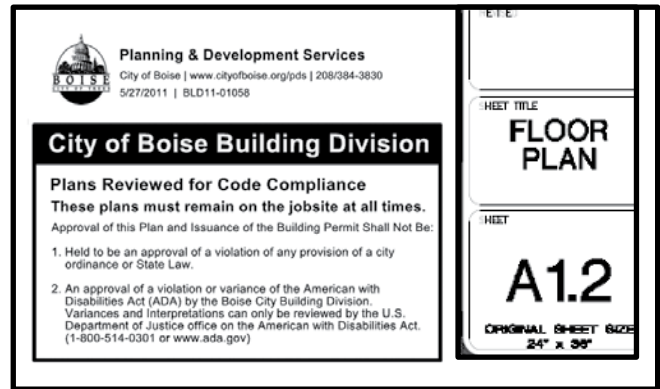
Each plan must have a space reserved for City approval stamps as specified below. Electronic plans that do not meet these requirements will fail our pre-screen review.

- **Cover Sheet**

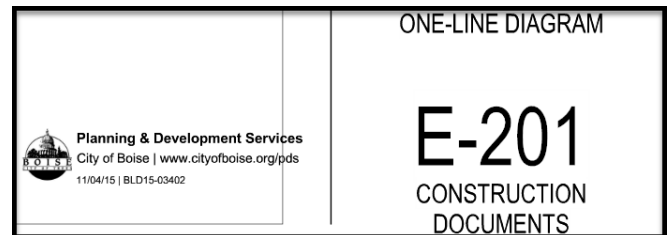
Reserve the bottom right corner for City approval stamps. Leave a blank 4" x 4" space located 3" off the right sheet edge to allow for the title block. (See image)

- **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 PDF format. 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. 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.