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PDS Online | ePlanReview

# Electronic Plan Review Submittal Standards

Revised August 2017



City of Boise • Planning & Development Services

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

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# 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 plans into the project's "Drawings" folder.

- **Documents**

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

# 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 in August 2017.

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

# Planning File Naming Standards

All planning documents must be submitted using either the Planning naming conventions or the Commercial Plan naming conventions (matching the Building department commercial conventions).

**Electronic plans that do not meet these requirements will fail our pre-screen review. Once all documents have passed through Prescreen, all resubmittals must use the EXACT same file name as the original.**

Documents that do not meet the naming standards may be deleted before you are asked to reupload the files, to eliminate any confusion about which documents are correct.

- Drawings should be uploaded as individual files (each sheet as an individual file)
- The files must be of a high enough quality to read and be oriented correctly. Drawings should use landscape orientation

All files uploaded using the Planning Naming Conventions must designate whether the file is a Drawing or a Document by having the file name preceded by "DWG\_" or "DOC\_".

Planning Naming Conventions	
Document	Example File Names
Site Plan	DWG_Site Plan
Landscape	DWG_Landscape Plan
Floor Plan	DWG_Floor Plan
Elevation	DWG_North Elevation, DWG_South Elevation, etc.
Letter of Intent	DOC_Letter of Intent
Neighborhood Meeting Documents	DOC_Neighborhood Meeting Documents
Site Photos	DOC_Site Photo

The naming conventions for commercial building plans can also be used, as seen below.

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
Civil	C	1.0	C1.0_Topographic Site Plan
Site Plan	SP	100	SP100_Site Plan
Interior Design	ID	1	ID1_First Floor Finishes

# Building 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 the Prescreen 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

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.

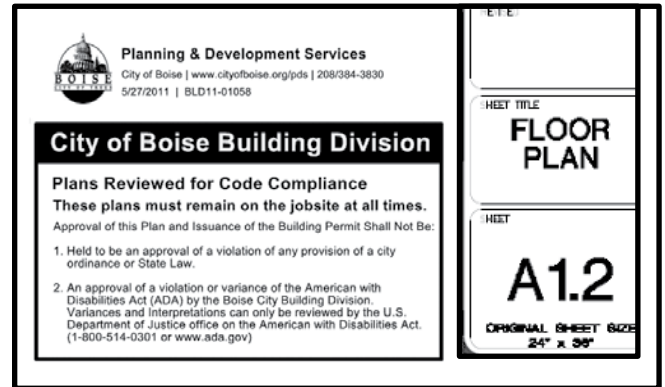
Each plan must have a space reserved for City approval stamps as specified below. Electronic plans that do not meet these requirements will fail the Prescreen review.

**Cover Sheet**

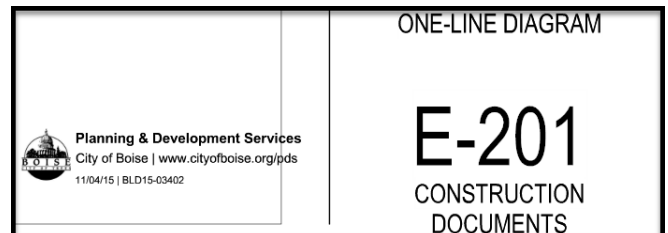
Reserve the bottom right corner for City approval stamps. Leave a blank 4" x 4" space located 3" off the right sheet edge to allow for the title block. (See image to the right)

**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. (See image to the right)



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



# Sign File Naming Standards

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

Electronic plans that do not meet these requirements will fail the Prescreen review. Once all documents have passed through Prescreen, all resubmittals must use the EXACT same file name as the original.

## Sheet Name

Like residential building and planning naming conventions, file names for sign documents and drawings can match the discipline, as shown in the table below.

### File Requirements

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

**All mounted signs must include an Attachment Detail**

Sign Application Naming Conventions			
Discipline	Sheet ID	Sheet Number	Example File Names
Site Plan	N/A	N/A	Site Plan
Elevation	N/A	N/A	Elevations
Landscape	N/A	N/A	Landscape
Sections/Details	N/A	N/A	Sections