



## Electronic File Standards

<https://my.spokanecity.org/business/edr/>

<https://aca.spokanepermits.org/CitizenAccess>

## ELECTRONIC FILE STANDARDS

The City of Spokane is making Electronic Plan Review submissions available to our customers via our Accela Citizen Access Portal (ACA). For successful electronic plan submittals, follow these format requirements. Your electronic plan review will not commence until the submittal meets all requirements. You will receive notification via automated email if you do not meet these requirements. The email will include information on why your submittal was rejected.

### SUBMITTAL REQUIREMENTS

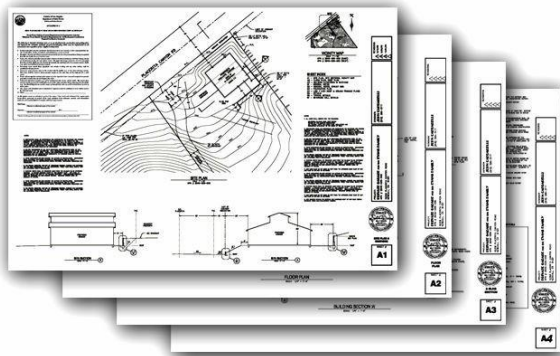
#### APPLICATION

- The application will be filled out digitally through the ACA portal.
- Applicants must register for, or log into, an existing an ACA account before submittal.
- Applicants must complete all pertinent and required application fields to the best of their ability.
- Property Owners must confirm their eligibility to obtain permit(s); or, if hiring a contractor, they should ensure the contractor has registered for an ACA account with a linked contractor license for ease of contractor lookup during permit submission.

#### ATTACHMENTS

- **Document Type** - Digital documents shall be PDF (Portable Document Format) type, compatible with Adobe Acrobat Version 9.0 or higher, vector format preferred. Scanned documents converted to PDF are allowed if they meet all the following criteria. Zip files are not accepted.
- **Identification** – Plan sheets and documents shall include the address and project name if applicable.
- **Document Names** – All documents shall be named per the naming convention shown below. Incorrectly named documents may be rejected.
- **Security Settings** – All files shall be unsecured. Choose “Unsecured” on your security settings so that plan reviewers may mark up the documents or create notes.
- **File Size** - Each file shall ideally be under 100MB and 1MB average per page.
- **Flatten Drawings** – All documents shall be flattened. CAD drawing layers shall be flattened before creating the PDF.
- **Clarity** - Pages shall be straight, clear, and with no streaks; sheets must be contrasting with background and shall not be too light or dark.
- **Scale, legibility and legends** - Plans shall be to scale, fully dimensioned, and legible.
- **Font Size** - Use a legible font, equivalent or better than Arial, Gill Sans or Tahoma, set at minimum 10pt when printed.
- **Font Color** – All plans shall be submitted in greyscale. Use symbols, hatches, line-type, and line-weights to relay or differentiate information on plans. Include a legend that defines all symbols. Plans shall be legible when set to print in greyscale.

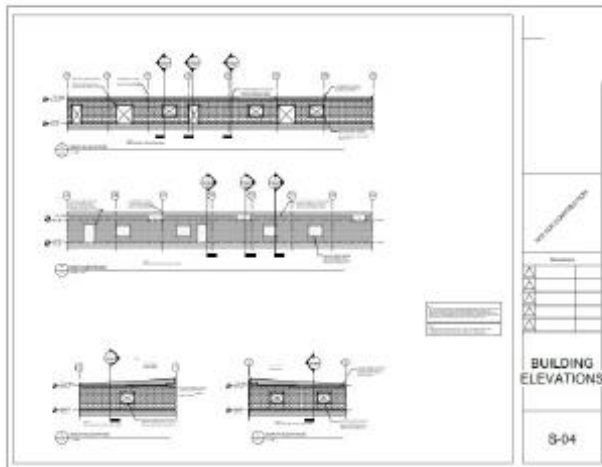
- **Grouping** - All sheets shall be consolidated into one plan set up to a maximum size of 100 MB whenever possible.



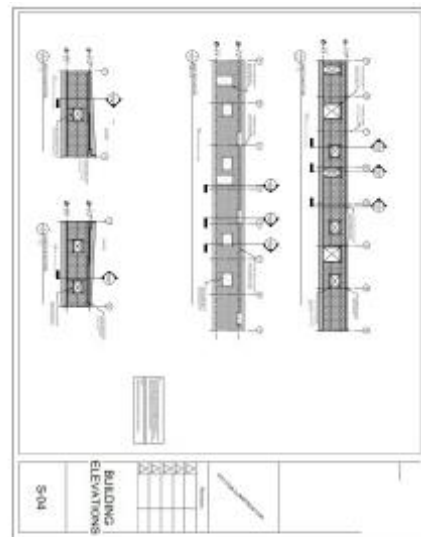
plans.pdf (multiple sheets)

CORRECT

- **Orientation** - All drawings shall uniformly use landscape orientation. Maintain a uniform page position for all files in the submittal. All other documents shall be oriented upright.

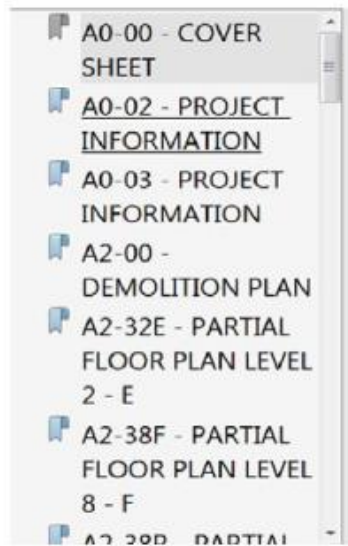


CORRECT

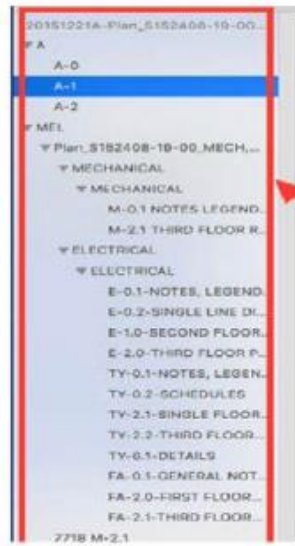


NOT CORRECT

- **Coversheet Stamp Space** – A 6x6-inch stamp space shall be provided on the Cover Sheet for jurisdiction approval stamps.
- **Drawing Sheet Stamp Space** – A 3x3-inch stamp space shall be provided on each Drawing Sheet for jurisdiction approval stamp on the lower right quadrant in the same location of the title block on each page.
- **Bookmarks** - PDF bookmarks of each sheet are required. Bookmark names shall include the plan sheet number and sheet title. See below for additional information and requirements
  - **Example: A1.0 Architectural Site Plan; S2.3 Structural Roof Plan**
- **Index Sheet and Indexed Pages** – An Index Sheet that summarizes all the documents in the submittal shall be provided; Index/bookmark the pages within the PDF. The Index Sheet shall note the unique sheet number at a minimum with a possible title/description of the sheet.



CORRECT



NOT CORRECT

## DOCUMENT TYPES AND FILE NAMING CONVENTIONS

Use these conventions for naming your files. Use all UPPERCASE.

**Cycle:** A submission cycle shall be selected when uploading each document. Cycle 1 is the original document submittal. Cycle 2 is a first revision submittal. Cycle 3 is a second round revision submittal. Cycle 4 is a third round revision submittal, etc.

### PLANS

- Construction plans shall be uploaded as a single multi-page file
- Naming Convention
  - **PLANS\_ADDRESS**
    - **Example: PLANS\_808\_W\_SPOKANE\_FALLS**
- Projects containing multi-discipline plans shall combine all disciplines in a single submission. Order the plan submission as follows:
  - Civil Plans
  - Landscaping Plans
  - Architectural Plans
  - Structural Plans
  - MEP Plans
- Each page of the submission shall be bookmarked
- Categorize as document type "Plan" when uploading into ACA.

### SITE PLAN

- A site plan shall be uploaded as a single file
- Naming Convention
  - **SITE PLAN\_ADDRESS**
    - **Example: SITE PLAN\_2900\_W\_GEIGER**
- Projects containing multi-discipline site plans should combine all disciplines in a single submission. Order the plan submission as follows:
  - Civil Site Plan
  - Architectural Site Plan
- Each page of the submission shall be bookmarked
- Categorize as document type "Site Plan" when uploading into ACA

## FOOTING CALCULATOR

- Footing Calculator sheets and foundation engineering documents shall be uploaded as a single multipage file
- Naming Convention
  - **FOOTINGCALC\_ADDRESS**
    - **Example: FOOTINGCALC\_914\_N\_FOOTHILLS**
- The Footing Calc document shall include foundation engineering if required for your project due to steep slopes.
- Categorize as document type "Footing Calculator" when uploading into ACA

## WSEC

- Energy Code documents shall be uploaded as a single multipage file
- Naming convention
  - **WSEC\_ADDRESS**
    - **Example: WSEC\_44\_W\_RIVERSIDE**
- The WSEC submission shall contain the following documents:
  - Prescriptive or Alternative Worksheet
  - Glazing Worksheet
  - Heating Sizing Worksheet
  - Additional WSEC documents if provided
- Categorize as document type "WSEC" when uploading into ACA

## SUPPORTING DOCUMENTS

- Supporting documents shall be submitted as a single multipage file or as separate standalone multipage documents
- Naming Convention
  - **SUPPORTINGDOCS\_ADDRESS**
    - **Example: SUPPORTINGDOC\_909\_E\_SPRAGUE**
  - If submitting separate standalone supporting documents, use specific document name:
    - **DOC NAME\_ADDRESS**
      - **Example: GEOTECH\_909\_E\_SPRAGUE**
      - **Example: STORMWATER\_909\_E\_SPRAGUE**
- The Supporting Documents submission may include the following documents:
  - Specifications
  - Geotechnical Report
  - Stormwater Report
  - Structural Calculations
  - Additional Engineering
  - Etc.
- Categorize as document type "Supporting Document" when uploading into ACA

## COMMON FORMATTING FAQ

**Question:** How do I combine multiple PDFs into a single file?

**Answer:**

There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.

**Question:** How do I add bookmarks to a PDF?

**Answer:**

The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools and instructions freely available on the Internet that can be used to bookmark PDF pages. <https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html>

**Question:** What is a Vector file?

**Answer:**

Read more about vector files here: <https://www.adobe.com/creativecloud/design/discover/vector-file.html>

**Question:** My PDF files are too big. What am I doing wrong?

**Answer:**

Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Plans must be saved as 1-bit (monochrome).

Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of lossless compression (such as LZW). When creating or saving PDF files, remember to specify "compressed."

**Question:** Why does the City of Spokane require specific file names?

**Answer:**

Naming files to properly describe the contents of the file document will help reviewers identify more quickly which files they need to review. Comments from reviewers will be sorted by documents and by discipline. Revised file documents will need to be uploaded by applicants and improper or inconsistent naming of files will create delays in review of your application. Applications with files that are not named correctly may be rejected.

**Question:** Why does the City of Spokane only accept PDF plans for most documents?

**Answer:**

Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing, and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff. The only files allowed in a different format are stormwater modeling files (e.g. .whm, .wh2, .mgs). The PDF standard is constantly evolving and the City of Spokane will continue to evaluate these standards as necessary.