

ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS

General Information

In a concerted effort to streamline permit processes, reduce paper waste, reduce the expense and inconvenience of printing multiple copies of construction documents, and increase the effectiveness and efficiency of Town Staff, the development community and residents, the Town has developed an electronic permit system and electronic plan review process.

Electronic plan review allows concurrent reviews by Staff which, in turn, will reduce review turnaround times and support a consolidated corrections notification process that applicants can respond to staff comments in a more efficient manner. Note: Applicants will create a unique user name and password that will enable them to view/track the entire permitting process.

Applicants are required to use the following instructions to prepare construction plans, maps, and technical documents for electronic plan review. Permit review cannot commence until the plans, maps, and technical documents are submitted meeting the following requirements. Failure to meet these requirements will result in a request for resubmittal and/or delay the start of the permit review process.

General Requirements

- All documents must be in PDF format.
- Zip files will not be accepted.
- Each submittal document uploaded shall be a separate PDF. (example: plan set PDF, structural calculations PDF, geotechnical report PDF, etc.)
- Electronic documents must be in a state that allows for document mark-up, file combining, and processing.
- Electronic signatures shall be in compliance with the standards of their respective professional licensing board.

Plan Formatting

- All plans shall be created on NAD 1983 Indiana State Plane East.
- Plans shall be in landscape layout orientated so the top of the page is always at the top of the computer screen.
- Plans shall be a minimum of 11" x 17" however, most commercial projects will require a minimum of 24" x 36".
- Plans shall be prepared to an industry standard scale of a clearly legible size.
 - Site plans shall be drawn to a minimum scale of 1" = 20'
 - Floor plans, elevations, and sections shall be no less than 1/8" = 1'
- Plans that are marked "Not for Construction" or with similar notations will not be accepted.
- A north arrow is required on all site plans and floor plans. Elevations shall be labeled North, South, East, and West as appropriate.
- Plan sets shall be fully dimensioned.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.

- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. Font size for text must be a minimum of 10 pt. or 3/32" for CAD prepared documents.
- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts, irrelevant notes, and unused details shall not be included in the plan set.
- Building plans and engineering must correspond to the site topographic conditions.
- All sheets must be numbered, and labeled or titled.
- A title block must be located on the right hand side of each page.
- A drawing index is required on the cover page of the plan set.

PDF Details

- A minimum of 300 DPI is required.
- Plans should provide bookmarks that match the index sequence and should be named to allow the reviewer to quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.

Revisions and Resubmittals

- Every resubmittal shall include a response letter addressing all comments.
- Revisions and resubmittals must include a complete plan set with additional documents in a separate PDF.
- Revision numbers or revision dates must be shown in the title block of each sheet.
- All changes should be identified with a surrounding cloud and corresponding delta. A list of all deltas along with a brief narrative for each (including the sheet number they are on) should be provided on the title sheet of the plans.
- Please note partial resubmittals will not be accepted.