

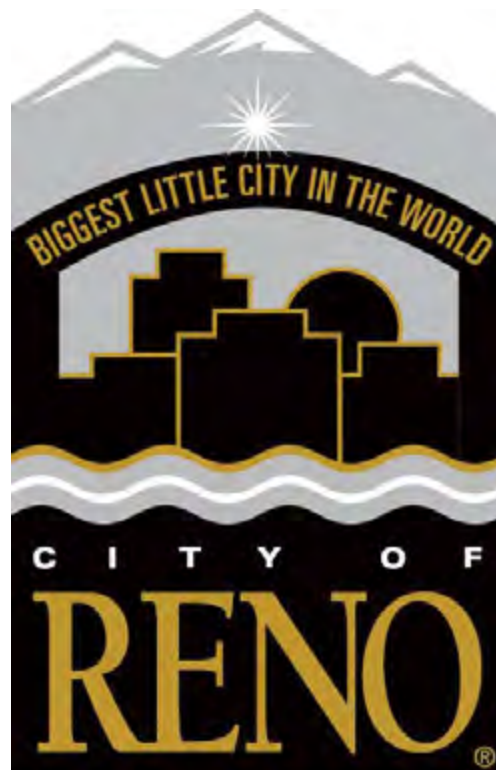
Electronic Permit Submittal

Step by Step Process Guide

And

Business Rules

Signs

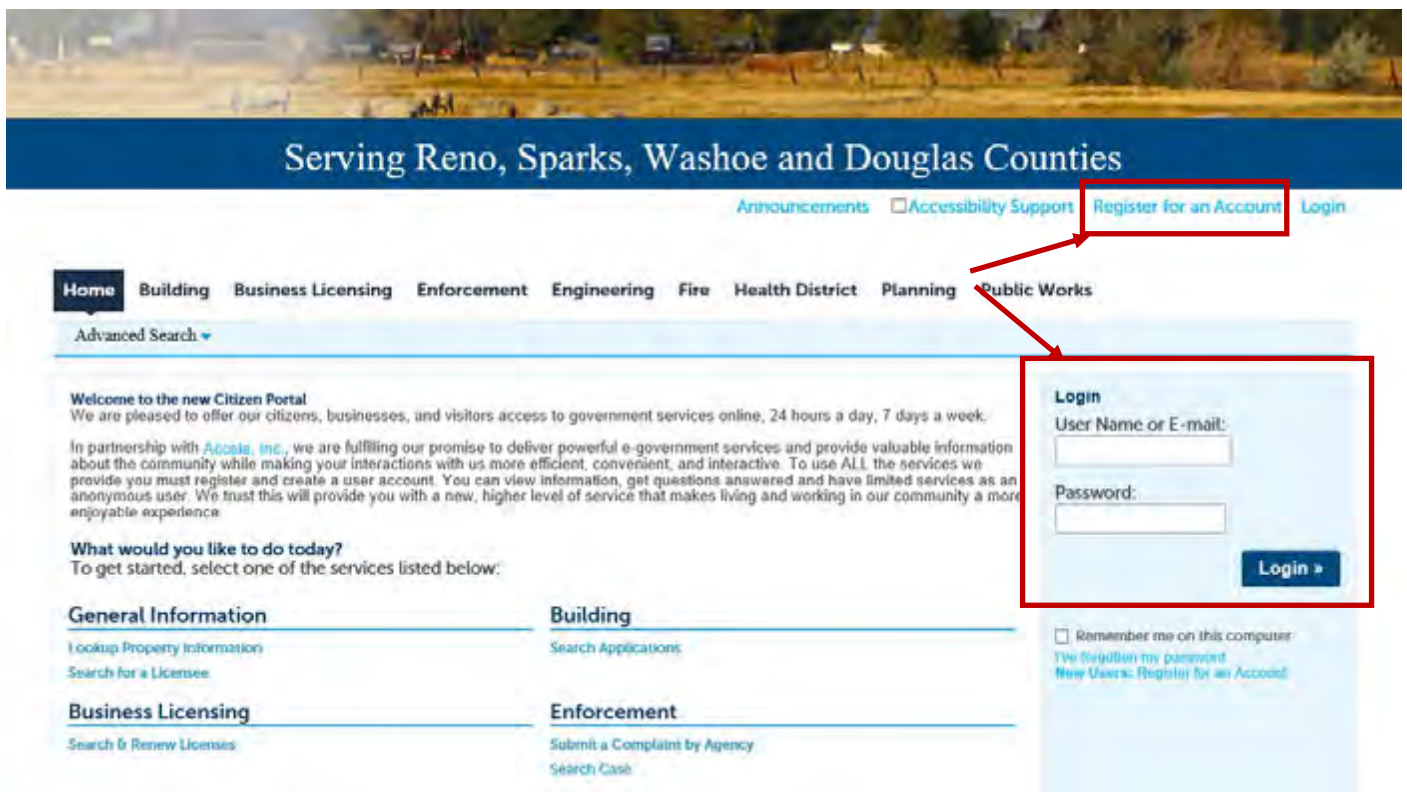


06/12/23

Electronic Permit Submittals for the following permit types will be done directly through the ONE site at www.onenv.us

-Signs

You must be a registered user and have a login in order to submit your permit application. If you are a first time user you will need to register for an account. Once your account is created, you can follow the login process. From the home page, select either Register for an Account if you are a first time user or input your login information to login.



Once you are logged in, you will be taken to the One Home Screen.



To begin an application, select the Building Tab and then select Create an Application by Address.



Address Validation

This step will verify which jurisdiction your permit is out of.



Announcements · Logged in as Dawela Montero · Collections (0) · Cart (0) · Account Management · Logout

Home **Building** Business Licensing Enforcement Engineering Fire Health District Planning Public Works

Create an Application by Address Search Applications

Please search and select one work location to see available services.

Enter Work Location

Street No.: From To Direction: --Select-- Street Name: Street Type: --Select--

Unit Type: --Select-- Unit No.:

City: State: --Select-- Zip:

The only information needed for this validation is the Street No and Street Name Fields. Once you have entered this information, select Search.

Once you have validated that your address is in the City of Reno, you will be able to see all of the permit options available for that address.

Enter Work Location

[Use map to select work location](#)

Street No.: 450 From To Direction: Select Street Name: Sinclair Street Type: Select

Unit Type: Select Unit No.:

City: State: Select Zip:

Select one address(1 items):
Showing 1-1 of 1

Address	Description	City	State	Zip	Phone	Address	Action
450 SINCLAIR ST RENO NV 89501		RENO	NV	89501	011-501-01	RENO CITY OF	View

Select one service at a time(26 services found):

- Building
 - City of Reno - Sign
 - City of Reno - Solar & EV Chargers - Residential
 - City of Reno - Solar & EV Chargers - Commercial
- Enforcement
 - Submit a complaint
 - Complaint
- Health
 - Washoe County - Air Quality Pollution Control
 - Washoe County - Asbestos



The application is broken down into 7 sections.

- 1) Location
- 2) People
- 3) Application Details
- 4) Plans & Documents
- 5) Review
- 6) Pay Fees
- 7) Record Submittal

The application type selected will appear at the top of the application.

STEP 1-Location

Building - Sign ←

1 Location 2 People 3 Application Details 4 Plans & Documents 5 Review 6 7

Step 1: Location > Location

Address ←

* indicates a required field.

This is the address where the work will be done.

*Street No.: 430 Direction: --Select-- *Street Name: SIMOJAR
*Unit Type: --Select-- *Unit No.:
City: RENO State: NV *Zip: 89503

Search **Clear**

Parcel ←

*Parcel Number: 011-001-01

Search **Clear**

Owner ←

Owner Name: RENO CITY OF
Address Line 1: PO BOX 1000
Address Line 2: C/O PROPERTY MANAGEMENT
Address Line 3:
City: RENO State: NV Zip: 89505 Country: --Select--

Search **Clear**

Continue Application > **Save and resume later**

Address, Parcel Number and Owner information are automatically filled in based on the Address Validation.

Step 2- People

Signs

This step has three sections:

- Applicant
- Occupant/Tenant
- Licensed Professional

Home **Building** Business Licensing Enforcement Engineering Fire Health District Planning Public Works

Create an Application Search Applications

Building - Sign

1 Location 2 **People** 3 Application Details 4 Plans & Documents 5 Review 6 7

Step 2: People > People * indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Daniela Monteiro
dmonteiro@reno.gov
Phone:
Address: 1 East First St,
Reno, NV 89501
[Edit](#) [Remove](#)

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Address
No records found.			

Occupant/Tenant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account **Add New**

Licensed Contractor

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional in the list.

Select from Account **Add New** **Look Up**

Continue Application > **SAVE AND RESUME LATER**

Applicant information is automatically populated based on the logged in user. It can be edited if needed.

For Sign Permits, Occupant/Tenant name will need to be added. Simply select Add New.

If you have a current contractor's license, you can Look up the Licensed Professionals or you can Add New.

Step 3-Application Details

Permit Valuation and Application Details sections will need to be completed.

This section will change based on the type of Application selected.

The screenshot shows a web application interface with a top navigation bar containing links for Home, Building, Business Licensing, Enforcement, Engineering, Fire, Health District, Planning, and Public Works. Below the navigation bar is a search bar and a 'Create an Application' button. A progress bar indicates the current step is '3 Application Details', with other steps being '1 Location', '2 People', '4 Plans & Documents', '5 Review', '6', and '7'. A red box highlights the 'Step 3: Application Details > Application Details' link in the progress bar. Below the progress bar, a red box highlights the 'Permit Valuation' section, which includes a text area for 'Permit Valuation shall include total value of work, including materials and labor.' and a form for '*Project Valuation (\$):' with the value '10,000.00'. Another red box highlights the 'Application Details' section, which includes a table for sign information and a 'Continue Application' button. A red arrow points from the 'Permit Valuation' section to the 'Application Details' section. A note at the bottom right states '* indicates a required field.'

Supplemental Application Details-

Some application types will have supplemental application details that will be required.

The screenshot shows a form titled 'Step 3: Application Details > Zoning Information'. The form includes a table with columns for 'Sign Type', 'Sign Location', 'Sign Area (Sq Ft)', 'Illumination', 'Type of Illumination', 'Electrical', and 'Billboard Type'. Below the table are buttons for 'Add a Sign', 'Edit Selected', and 'Delete Selected'. At the bottom of the form are buttons for 'Continue Application' and 'Save and resume later'.

Step 4-Plans & Documents-Document Upload

This is the step where plans and all associated documents can be uploaded.

To start this process, simply select Add.

The screenshot shows a web application interface for 'Building - Sign'. The navigation bar includes 'Home', 'Building', 'Business Licensing', 'Enforcement', 'Engineering', 'Fire', 'Health District', 'Planning', and 'Public Works'. Below the navigation bar, there are links for 'Create an Application' and 'Search Applications'. The main content area shows a progress bar with steps: 1, 2 People, 3 Application Details, 4 Plans & Documents (highlighted), 5 Review, 6 Pay Fees, and 7. A red box highlights the text 'Step 4: Plans & Documents > Document Upload'. Below this, there is a 'Document Upload' section with 'Plan Requirements' and a list of five requirements. A table with columns 'Name', 'Type', 'Size', 'Latest Uploads', and 'Action' is shown with 'No records found'. At the bottom left, there is a red box around an 'Add' button. At the bottom right, there is a 'Save and resume later' button.

File Upload box will pop up. From here, select Add.

File Upload

The maximum file size allowed is 250 MB.
html;htm;mht;mhtml;js;exe;zip are disallowed file types to upload.

The 'File Upload' dialog box contains a large, empty rectangular area for selecting files. Below this area, there are four buttons: 'Continue', 'Add', 'Remove All', and 'Cancel'. A red arrow points from the text 'From here, select Add.' to the 'Add' button, which is also highlighted with a red box.

Continue

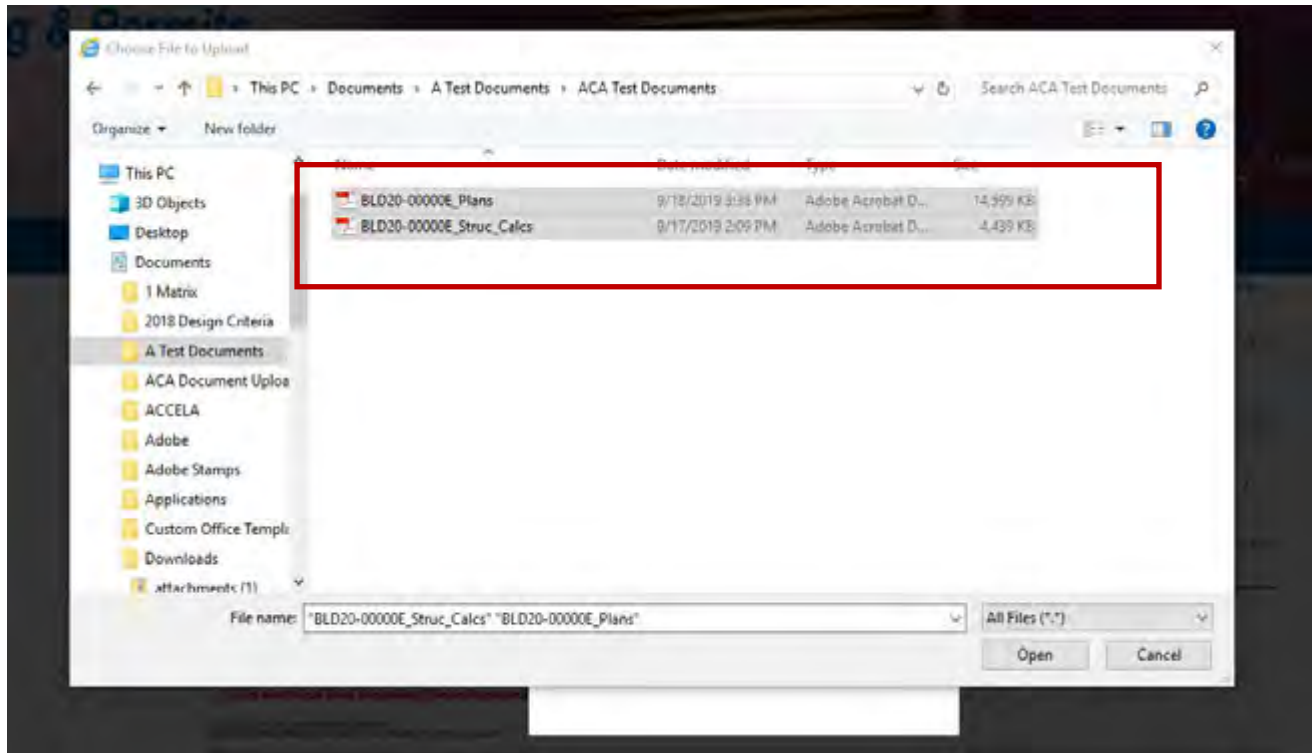
Add

Remove All

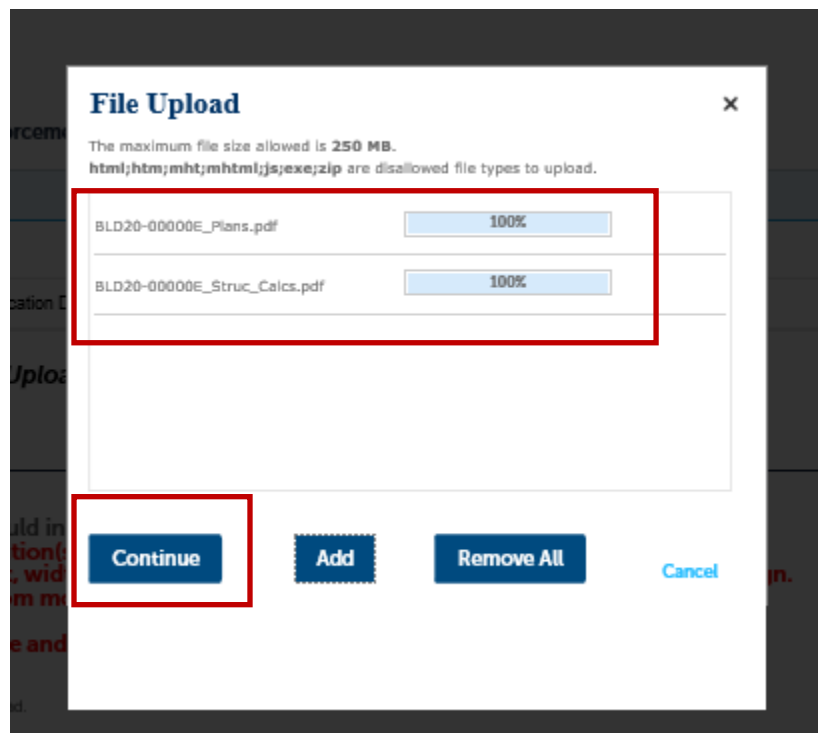
Cancel

Step 4-Plans & Documents-Document Upload continued

You will be prompted to select the files you would like uploaded from your computer.



Once files have been completely uploaded, select Continue.



Step 4-Plans & Documents-Document Upload continued

A document Type for each file being uploaded is required and only one type of PLANS file can be uploaded. Once each document has been given a document type, select Save.

Name	Type	Size	Latest Update	Action
No records found.				

Type:

File: BLD20-00000E_Plans.pdf
100%

Description:

spell check

Type:

File: BLD20-00000E_Struct_Calcs.pdf
100%

Description:

spell check

Name	Type
--Select--	
Attached E-mail	
ENERGY (Energy Compliance)	
General Comments	
GEOTECH (Geotech Report)	
HYRDO_RPT (Hyrdology Report)	
MECH_EQUIP (Mech. Equip. Sizing)	
MFR_SPECS (Mfr's Installation Instructions)	
MISC (Miscellaneous [review docs])	
Plan Review Hold Comments	
PLANS (Plan Drawing)	
SP_INSP (Special Inspections App.)	
STRUC_CALCCS (Structural Calcs)	
Support Document	
TRUSS_CALCCS (Truss Calcs)	
TRUSS_VER (Truss Verification Ltr.)	

Create an Application Search Applications

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

1 2 People 3 Application Details 4 Plans & Documents 5 Review 6 Pay Fees 7

Step 4: Plans & Documents > Document Upload

Document Upload

Plan Requirements:
The information provided on the Plans should include:
1) A Site Plan indicating in detail the location(s) of the proposed sign(s) and any existing sign(s).
2) A representation to scale of the height, width, depth of the proposed sign with all copy to be displayed on sign.
3) Site plans which show the distance from monument/pole sign(s) to adjacent driveways and lot lines.
4) Detail method of attachment.
5) An electrical load including the voltage and amperage.

The maximum file size allowed is 250 MB.
html,htm,xml,txt,zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
BLD20-00000E_Struct_Calcs.pdf	STRUC_CALCCS (Structural Calcs)	4.33 MB	10/29/2019	Actions
BLD20-00000E_Plans.pdf	PLANS (Plan Drawing)	14.26 MB	10/29/2019	Actions

You should see a message at the top of the page confirming the uploads were successful.

The uploaded documents will turn blue once they have been uploaded.

Step 6- Pay Fees

Fees will be assessed based on the information provided. A summary of the fees for the associated permit will be displayed.

*Fees may be adjusted once project is received and reviewed for completeness.

The screenshot shows a navigation menu with 'Building' selected. Below it are links for 'Create an Application' and 'Search Applications'. A progress bar shows steps 1 through 7, with '6 Pay Fees' highlighted. The 'Step 6: Pay Fees' section lists preliminary fees based on entered information. A table shows one fee: 'Sign - Wall or Awning - Exterior Electric - Each' with a quantity of 1 and an amount of \$250.25. The total fees are \$250.25. A note states that this does not include additional inspection fees which may be assessed later.

Fees	Qty.	Amount
Sign - Wall or Awning - Exterior Electric - Each	1	\$250.25

TOTAL FEES: \$250.25
Note: This does not include additional inspection fees which may be assessed later.



Once you select Check Out, your shopping cart will be displayed. Here you will find the permit record you have created as well as any records which have outstanding fees.

The screenshot shows a shopping cart interface with three steps: '1 Select item to pay', '2 Payment information', and '3 Receipt/Record issuance'. The 'Step 1: Select item to pay' section shows a list of items. One item is highlighted with a red box: '450 SINCLAIR ST NA RENO NV 89501', '1 Application(s) | \$250.25', 'Building - Sign', and '19TMP-000194'. A red arrow points from a text box to the permit number '19TMP-000194'. Below the item list, the total amount to be paid is \$250.25. A note states that this does not include additional inspection fees which may be assessed later. At the bottom, there are three buttons: 'Checkout »', 'Edit Cart »', and 'Continue Shopping »'. The 'Checkout »' button is highlighted with a red rectangular border.

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

450 SINCLAIR ST NA RENO NV 89501
1 Application(s) | \$250.25
Building - Sign
19TMP-000194

Total due: \$250.25

Total amount to be paid: \$250.25
Note: This does not include additional inspection fees which may be assessed later.

A temporary permit number will be assigned to your application before you complete the record. This permit number will not be used again once the record is submitted.

Select Checkout once you have selected the records you would like to pay.

Step 6- Pay Fees Continued

You have now reached the Payment Processing Screen. From this screen you will select the payment type, fill out the contact details and provide the Billing Information.

The screenshot shows a 'Review and Pay' interface. At the top, it displays 'Total: \$250.25 + \$0.00 Convenience Fee'. Below this, there are three main sections, each highlighted with a red border:

- Payment Method:** A section with a dropdown menu and a 'Pay Now' button.
- Contact Information:** A section with fields for 'The Owner', 'Last Name', 'First Name', 'Address (Line 1)', 'Address (Line 2)', 'City', 'State', and 'Zip'.
- Billing Information:** A section with fields for 'Credit Card Number', 'Expiration Date', 'CVV', and 'Name On Card'.

At the bottom of the form, there is a 'Pay With Bill' button and a red 'Pay Now' button.

Once the form is completed and you select Pay Now, a pop up box will appear while payment is processing.

The screenshot shows a 'Processing Payments' pop-up box with the instruction 'Please keep window open until all items have been processed'. It contains a table with the following data:

Agency	Type	Payment Confirmation	Status
RENO	Building - Sign		New

Once payment has been processed, you will receive a confirmation screen which will give you the option to print a receipt for the transaction.

The screenshot shows a 'Processing Payments' pop-up box with the instruction 'Please keep window open until all items have been processed'. It contains a table with the following data:

Agency	Type	Payment Confirmation	Status
✓ RENO	Building - Sign	20000445	Complete

Below the table, there are two buttons: 'Print Receipt' (highlighted with a red arrow) and 'Continue'.

Receipt/Record Issuance

A confirmation page will be displayed with your permit number.

Step 3: Receipt/Record issuance

Confirmation



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

[Print/View Summary](#)

450 SINCLAIR ST NA RENO NV 89501



RENO

SGN20-00121E Building - Sign

[View Summary](#)

[Copy Record](#)

This permit can now be found under the My Records page. From here, you will be able to see the most current application status, upload required revisions and print the final approved plans and building permit.

[Home](#) [Building](#) [Business Licensing](#) [Enforcement](#) [Engineering](#) [Fire](#) [Health District](#) [Planning](#) [Public Works](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

Building

Showing 1 - 10 of 100 records

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Agency	Description	Expiration Date	Short Notes
<input type="checkbox"/>	10/30/2019	SGN20-00120E	Building - Sign		450 SINCLAIR ST NA RENO NV 89501	Application Submitted		RENO	SIGN(S). (1) FREESTANDING SIGNS ILLUMINATION		Toon Town
<input type="checkbox"/>	10/30/2019	SGN20-00121E	Building - Sign		1 E 1ST ST NA1 RENO NV 89501	Application Submitted		RENO			TEST

Permit Review Status

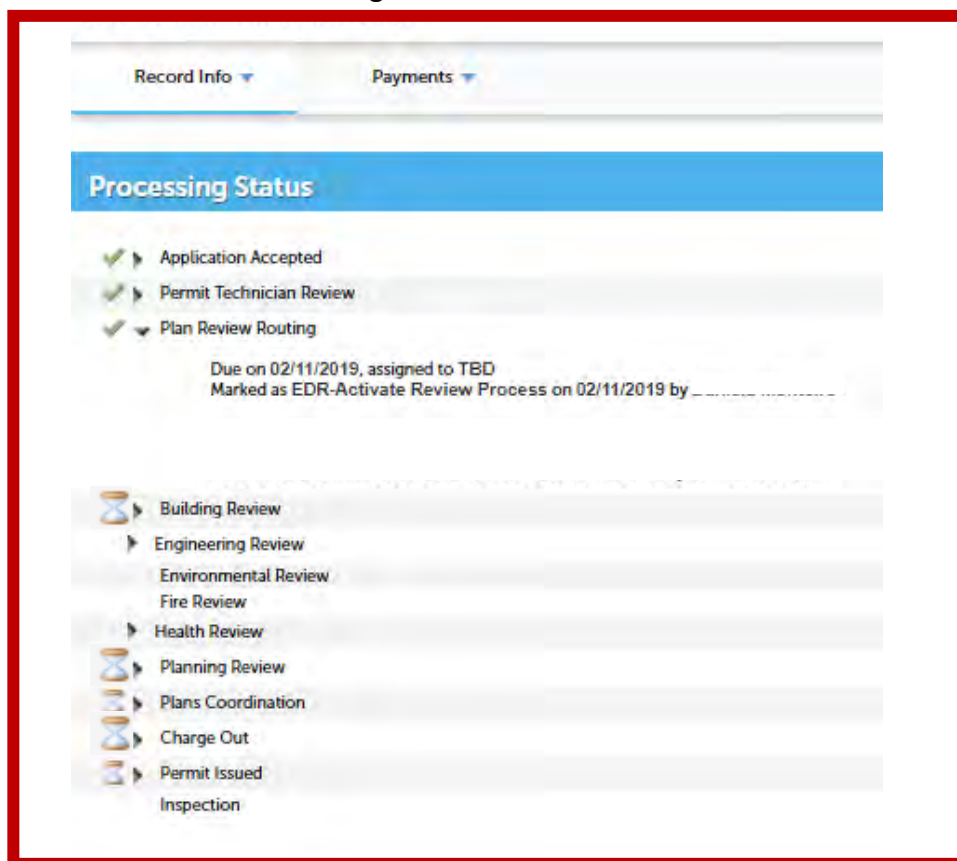
PLAN REVIEW—FIRST SUBMITTAL

The initial review of most plans will be completed within 5 business days, this is a concurrent review performed by all assigned reviewers. In some cases, additional time is required due to the complexity of the permit, if this is the case, you will be contacted by the Plans Coordinator and notified of a revised completion date. Plan review status can be found under Processing Status.

Once permit is "In Plan Review" status, unless specifically requested and required by Plans Coordinator, document uploads will not be accepted and will be deleted from the record. Once plan review is complete and permit status has changed to "Revisions Required", document uploads will be accepted.

PLAN REVIEW— SUBSEQUENT SUBMITTALS

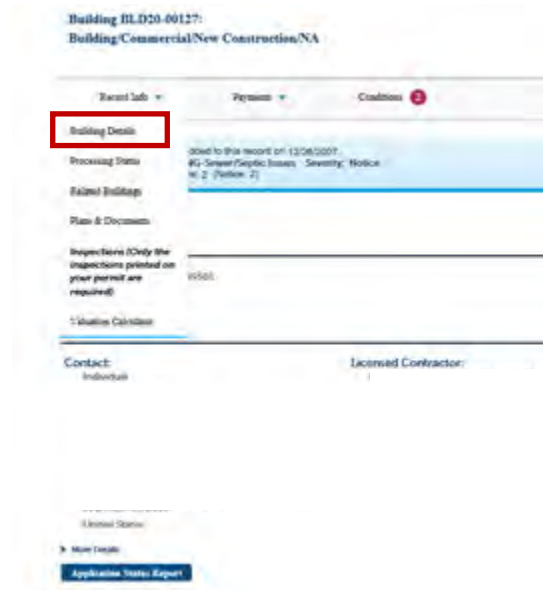
If revisions are required, revised plans will need to be uploaded following the original document upload process as well as the document resubmittal process, revisions will need to follow document naming rules for revisions. Secondary reviews are expedited and are typically completed in 3 business days. Plan Review status can be viewed under the Processing Status tab.



Initial Plan Review Complete-Revisions Required

Once plan review has been completed, the permit status will change to Revisions Required. This is the point where you will be able to resubmit previously submitted plans and documents or submit new documents for the first time.

To check the status of your permit, from the Record Info dropdown, select Building Details. At the bottom of the screen, select Application Status Trail.



Application Status Trail will be updated live throughout the entire Review Process.

A screenshot of an 'Application Status Trail Report' for the City of Reno - Building and Safety Division. The report is for Case Number BLD19-00048E, Owner RENO CITY OF, and Parcel Number 011-062-00. The report shows a table of application events with columns for Division, Comments, Sent Date, Returned Date, Status, and Assigned To. The events are: Application Accepted (05/06/2019), Plan Review Routing 1 (05/06/2019), Building Review (05/06/2019), and Planning Review (05/06/2019). The status for the last two events is 'On Hold' with a comment: 'With respect to the proposed project, these notes identify additional information needed to complete the review process.'

Division	Comments	Sent Date	Returned Date	Status	Assigned To
Application Accepted		05/06/2019	05/06/2019	Accepted with Review Fee	
Plan Review Routing 1		05/06/2019	05/06/2019	Activate Review Process	
Building Review		05/06/2019	05/07/2019	On Hold	
Planning Review		05/06/2019	05/07/2019	On Hold	

Initial Plan Review Complete-Resubmittal

If revisions to a document are required, revised document (s) will need to be resubmitted using the corresponding document's **Resubmit** action listed under the associated document in Attachments. This option will be created by the Plans Coordinator once plan review is complete. If a document is being revised which did not require revisions, please follow document upload procedures as outlined on page 7.

Once permit is **"In Plan Review"** status, unless specifically requested and required by Plans Coordinator, document uploads will not be accepted and will be deleted from the record. Once plan review is complete and permit status has changed to **"Revisions Required"**, document uploads will be accepted.

Building BLD-XacaTestE:
Building/Residential/New Construction/NA
Record Status: Revisions Required

Record Info ▾ Payments ▾

Plans & Documents

The maximum file size allowed is 950 MB
html,htm,mhtml,js,exe,zip are disallowed file types to upload

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
BLD020-00000E_PLANS_REVIEW1.pdf	BLD-XacaTestE	Building/Residential/New Construction/NA	Record	PLANS (Plan Drawing)	478.54 KB	10/07/2019	Resubmit Actions ▾	Building/Residential/New Construction/NA - BLD-XacaTestE

< Prev 1 2 Next >

Please review File Naming Rules for Subsequent Submittals prior to resubmittal.

Serving Reno, Sparks, Washoe and Douglas Counties

Home Building Business Licensing Enforcement Engineering Fire Health District Planning Public Works

Create an Application by Address Search Applications

Building BLD-XacaTestE:
Building/Residential/New Construction/NA
Record Status: Revisions Required

Record Info ▾ Payments ▾

Plans & Documents

The maximum file size allowed is 950 MB
html,htm,mhtml,js,exe,zip are disallowed file types to upload

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
BLD020-00000E_PLANS_REVIEW1.pdf	BLD-XacaTestE	Building/Residential/New Construction/NA	Record	PLANS (Plan Drawing)	478.54 KB	10/07/2019	Resubmit Actions ▾	Building/Residential/New Construction/NA - BLD-XacaTestE
BLD020-00000E_PLANS_REVISION1.pdf	BLD-XacaTestE	Building/Residential/New Construction/NA	Record	PLANS (Plan Drawing)	472.12 KB	10/07/2019	Actions ▾	Building/Residential/New Construction/NA - BLD-XacaTestE

< Prev 1 2 Next >

Initial Plan Review Complete-Revisions Required

Once all required revisions have been addressed, documents can be resubmitted through the ACA. Document Naming Rules for Revisions will need to be followed. See Page 24.

A letter addressing all hold comments must be submitted with the revised plans. Letter must include Date, Building Permit Number and Revision Number. All comments from all divisions must be itemized and addressed.

Changes to plans and documents will not need to be marked up, narrative should reflect all changes. Resubmitted plans and documents should be free of any markups.

City of Reno
Building Department
05/07/2019
BLD20-00000E
Revision 1|

City of Reno
Building Department
05/07/2019
BLD20-00000E
Revision 1|

PERMIT REVISIONS

Building Review Comments-

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

Planning Review Comments-

- 1)
- 2)
- 3)
- 4)
- 5)

Fire Review Comments-

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

Engineering Comments-

- 1)
- 2)
- 3)

Health Review Comments-

- 1)
- 2)

Plan Review Complete

Permit Issuance

Final Documents, including plans, associated documents and permit, will be available to view, print and download in your ACA account.

From the Record Info Dropdown, select Plans & Documents.

Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity	
BLD19-07695E_Plan_Review.pdf	BLD19-00040E	Building/Residential/New Construction/NA	Record	Plan Drawing PLANS	29.06 MB	05/06/2019	Resubmit Actions	Building/Residential/New Construction/NA - BLD19-00040E
BLD19-07695E_Plan_Review.pdf	BLD19-00040E	Building/Residential/New Construction/NA	Record	Miscellaneous (review docs) MISC	144.75 KB	05/06/2019	Actions	Building/Residential/New Construction/NA - BLD19-00040E
BLD19-07695E_Plan_Review.pdf	BLD19-00040E	Building/Residential/New Construction/NA	Record	Support Document	88.86 KB	05/07/2019	Actions	Building/Residential/New Construction/NA - BLD19-00040E
BLD19-07695E_PLANS_FINAL_05-07-19.pdf	BLD19-00040E	Building/Residential/New Construction/NA	Record	Plan Drawing PLANS	29.04 MB	05/07/2019	Actions	Building/Residential/New Construction/NA - BLD19-00040E

Final Approved plans and permit will now be listed. To download final plans and documents, simply click on the Plan Name.

BLD19-07695E_PLANS_FINAL_05-07-19.pdf	BLD19-00040E	Building/Residential/New Construction/NA	Record
---------------------------------------	--------------	--	--------

PDF File will open at the bottom of your screen.

ELECTRONIC DOCUMENT REVIEW IS NOW COMPLETE

Electronic Permit Submittal

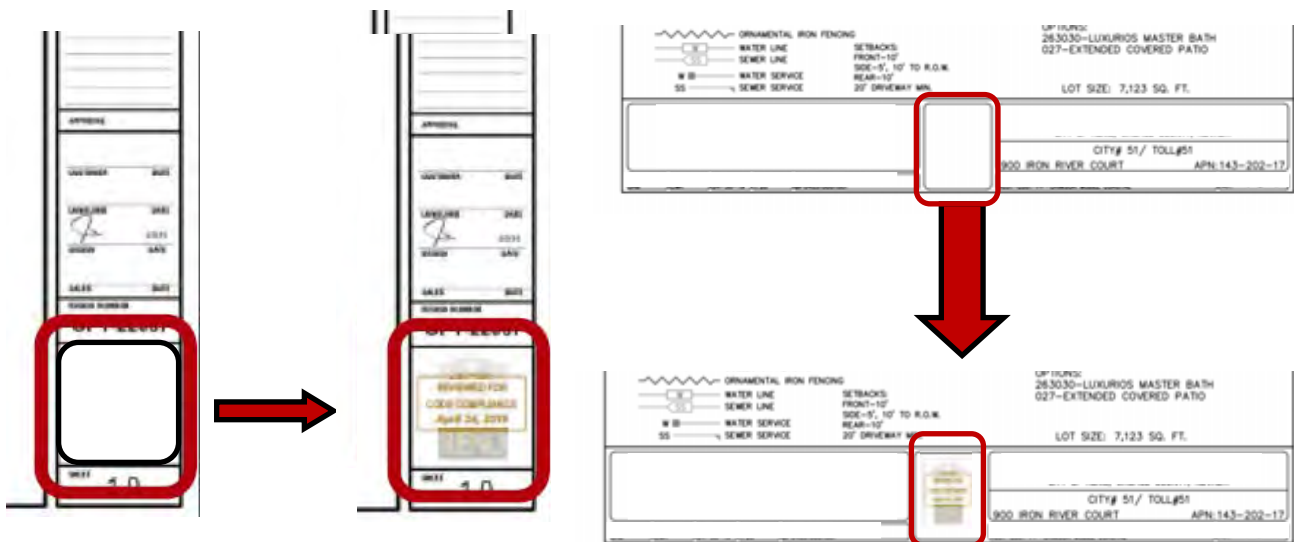
**Document Requirements
and File Standards**

Title Block

For Plan Sheets sized at 24" x 36", a 2" x 2" approval box, located directly above plan sheet numbering box must be located on the title block of ALL pages, including Cover Page, to allow for final City of Reno Approval .

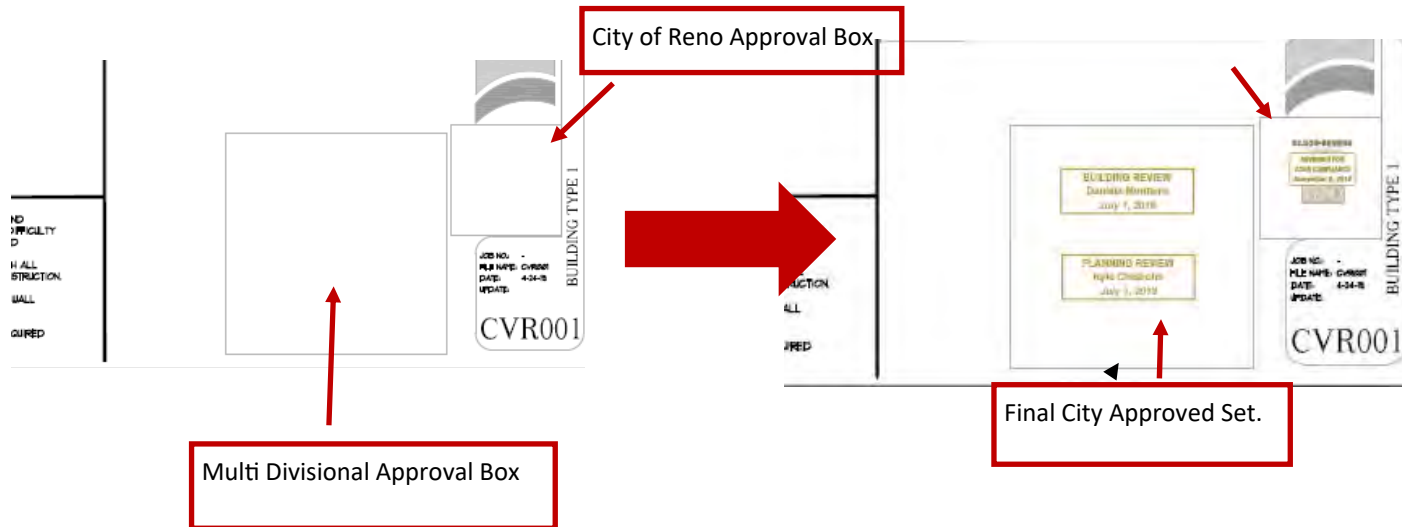


For Plan Sheets sized at 11" x 17", a 1" x 1" approval box, located directly above plan sheet numbering box, must be located on the title block of all pages to allow for final City of Reno approval.

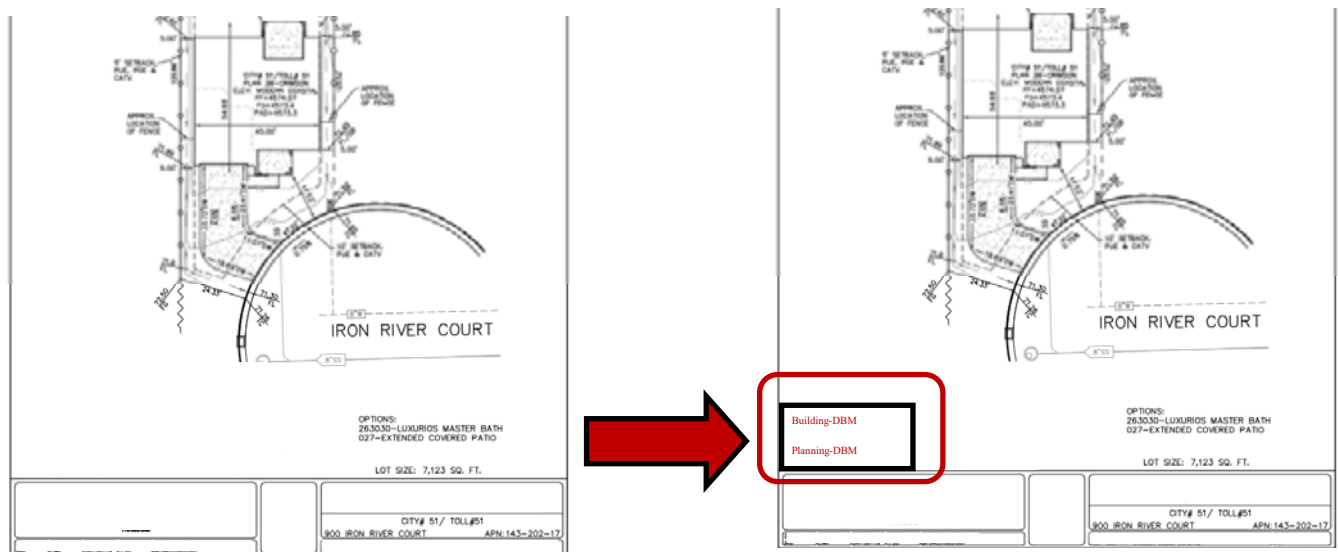


Cover Sheet

For Plan Sheets sized at 24" x 36", a 3"x3" approval box, located on the lower right quadrant of the Cover Sheet is required for multi divisional review approval.



For Plan Sheets sized at 11" x 17", a 2"x 1" approval box, located anywhere on the Cover Sheet is required for multi divisional review approval.



Scale

PDF plans must be generated at a prescribed scale (e.g. 1/4" = 1'-0", or 1"=20') in order for plan review staff to be able to verify dimensions and areas of each plan using the Acrobat measuring tool.

Page Orientation

All plan sheets must be oriented so the top of the page is always at the top of the monitor and set to landscape. A north arrow must be provided.

Page Size

Plan Sheets

All plans sheets must use a 24"x 36" or 30"x42" standard document size.

The following plans can use a 11" x 17" file size:

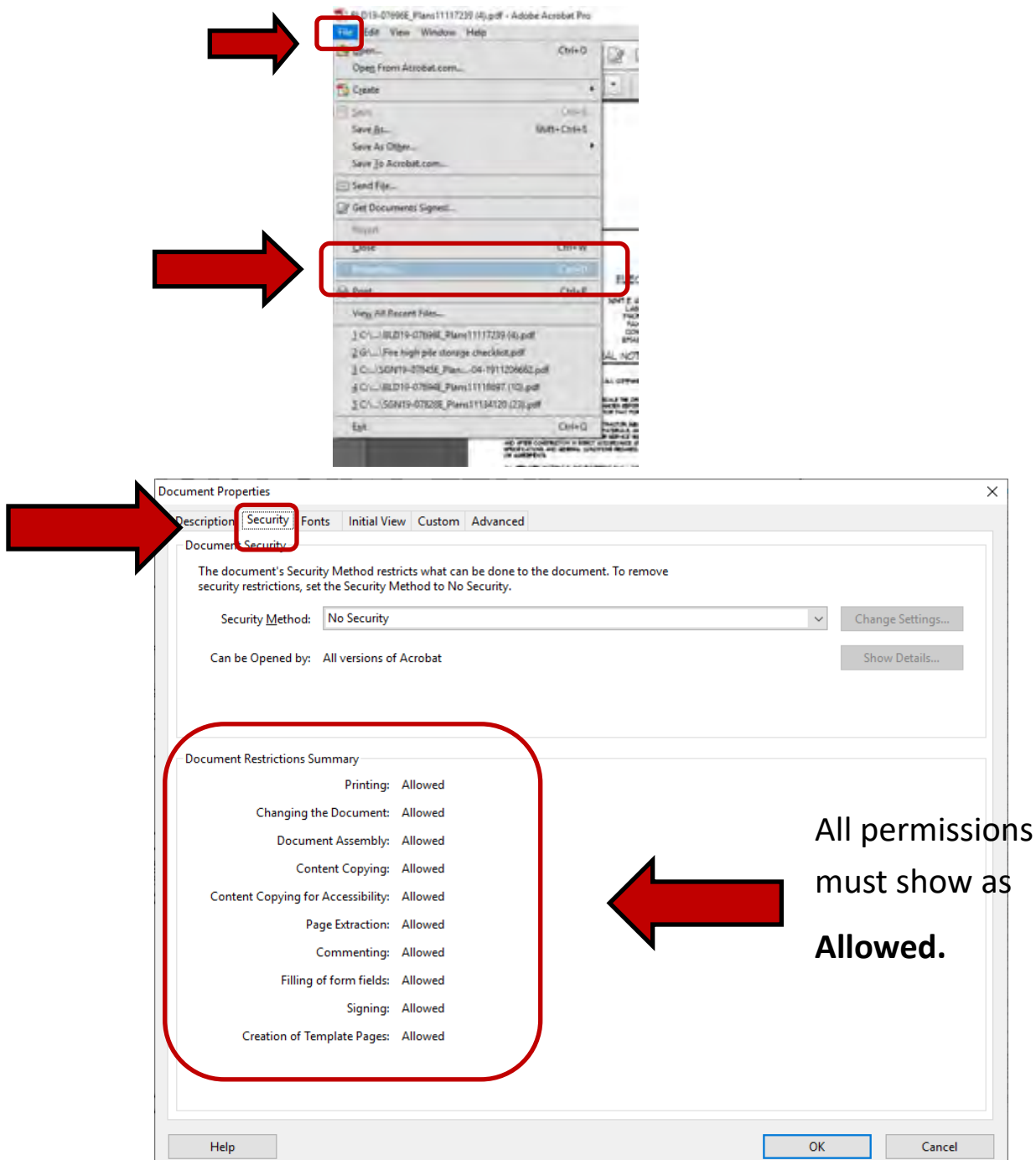
- ◆ **Solar & EV Charger**
- ◆ **Signs**
- ◆ **Residential Patio Covers**
- ◆ **Single Family Repeats**
- ◆ **Single Family Fence Repeats**
- ◆ **Fire Sprinkler Repeats**

Associated Documents

All related associated documents can be submitted in 8.5" x 11" size.

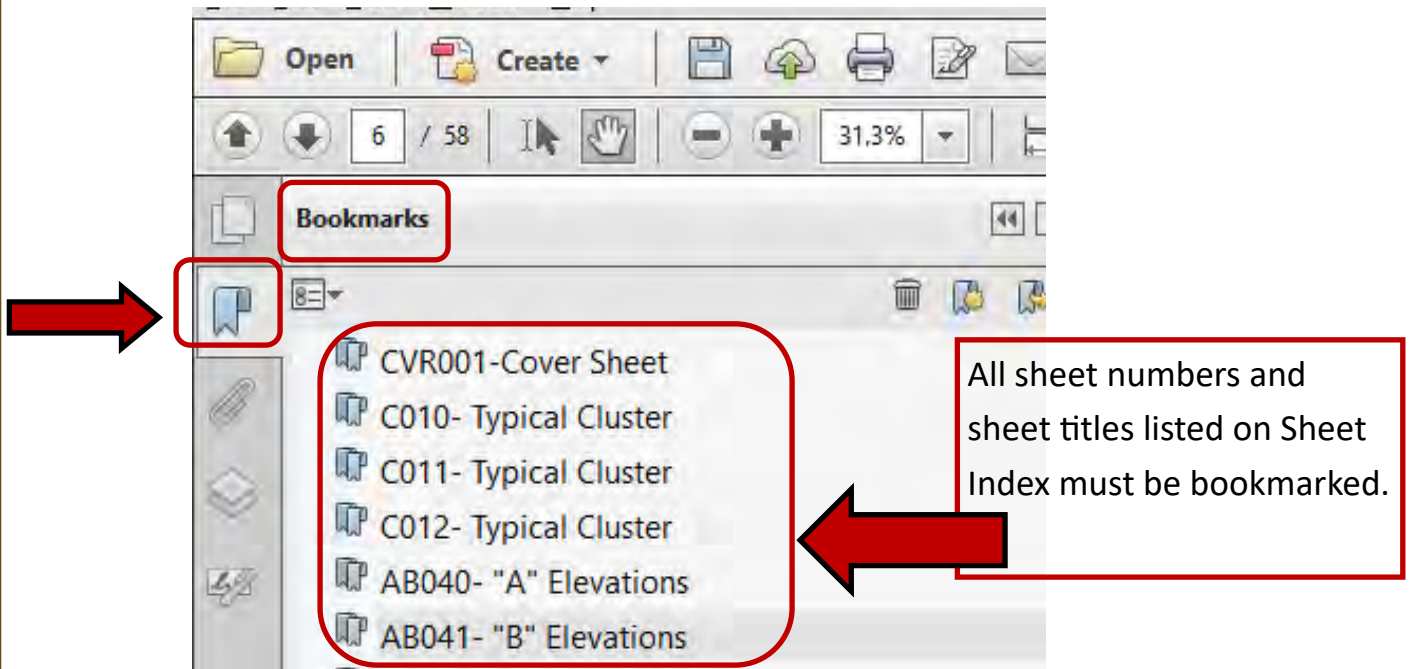
Document Security Settings

There must not be any document restrictions on any file that is submitted for review. To make sure no document restrictions have been set, from the File tab, select Properties. Document Properties window will open. Select the Security Tab. All actions should be shown as “Allowed”.



Bookmarks

All Plan sheets must be individually bookmarked with page number and page description. From the bookmark tool, you can view the existing bookmarks.



Documents other than Plans do not need to be bookmarked.

File Naming:

All uploaded documents must follow the following naming formats-

Initial Review

Files will be automatically named

File Naming: (continued)

All uploaded documents must follow the following naming formats:

Subsequent Reviews

(Revision number will vary and will be based on current plan review cycle)

Plans– BLD20-00000E_PLANS_REVISION1

Structural Calcs– BLD20-00000E_STRUC_CALC_S_REVISION1

Energy Compliance– BLD20-00000E_ENERGY_REVISION1

Geotech Report– BLD20-00000E_GEOTECH_REVISION1

Truss Calcs– BLD20-00000E_TRUSS_CALC_S_REVISION1

Truss Verification Letter– BLD20-00000E_TRUSS_VER_REVISION1

Special Inspections– BLD20-00000E_SP_INSP_REVISION1

Mechanical Equip Sizing– BLD20-00000E_MECH_EQUIP_REVISION1

Mfr's Install Instructions– BLD20-00000E_MFR_SPECS_REVISION1

Hydrology Report– BLD20-00000E_HYDRO_RPT_REVISION1

Miscellaneous– BLD20-00000E_MISC_REVISION1

Master Matrix– BLD20-00000E_MATRIX_REVISION1

File Naming: (continued)

All uploaded documents must follow the following naming formats:

Revisions to Issued Permits

Plans– BLD20-00000E_PLANS_REVISED-05-01-2019

Structural Calcs– BLD20-00000E_STRUC_CALC_S_REVISED-05-01-2019

Energy Compliance– BLD20-00000E_ENERGY_REVISED-05-01-2019

Geotech Report– BLD20-00000E_GEOTECH_REVISED-05-01-2019

Truss Calcs– BLD20-00000E_TRUSS_CALC_S_REVISED-05-01-2019

Truss Verification Letter– BLD20-00000E_TRUSS_VER_REVISED-05-01-2019

Special Inspections– BLD20-00000E_SP_INSP_REVISED-05-01-2019

Mechanical Equip Sizing– BLD20-00000E_MECH_EQUIP_REVISED-05-01-2019

Mfr's Install Instructions– BLD20-00000E_MFR_SPECS_REVISED-05-01-2019

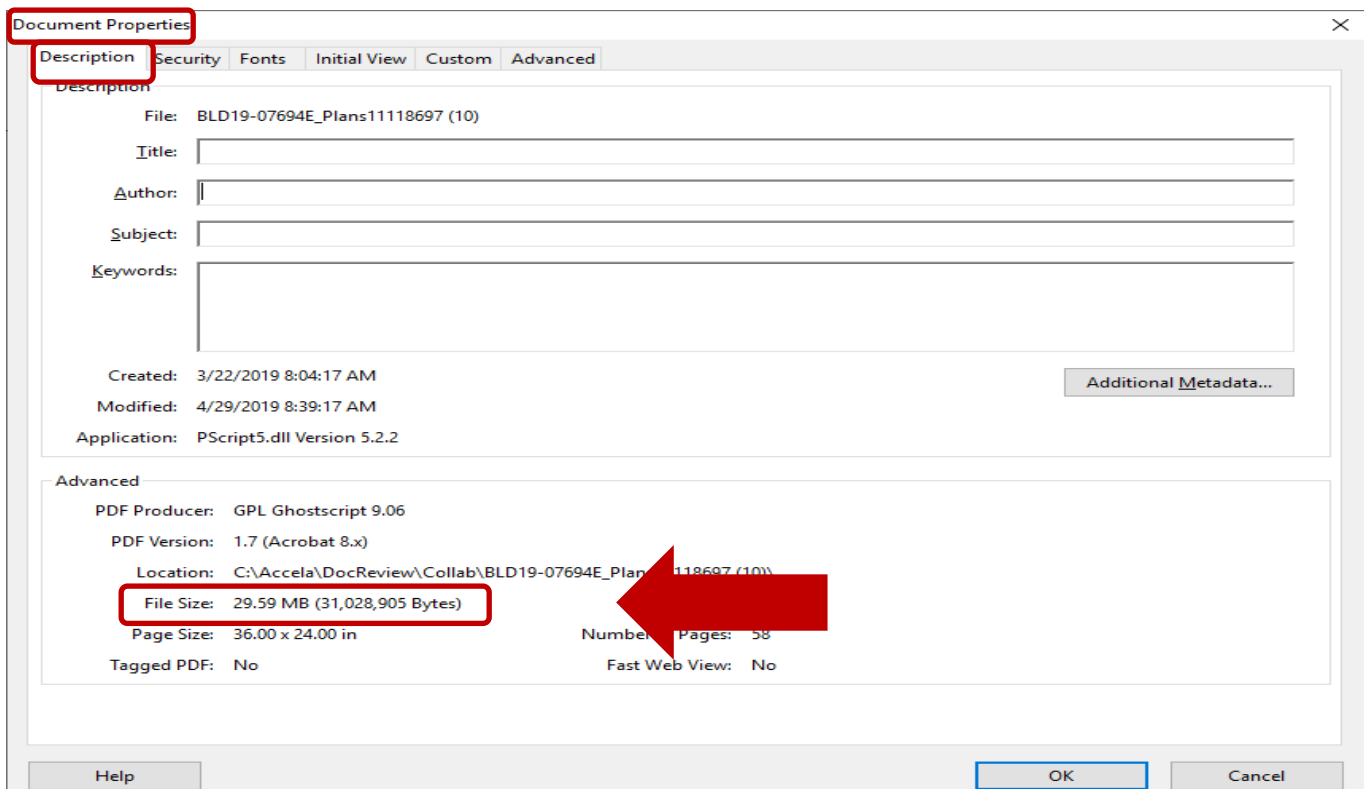
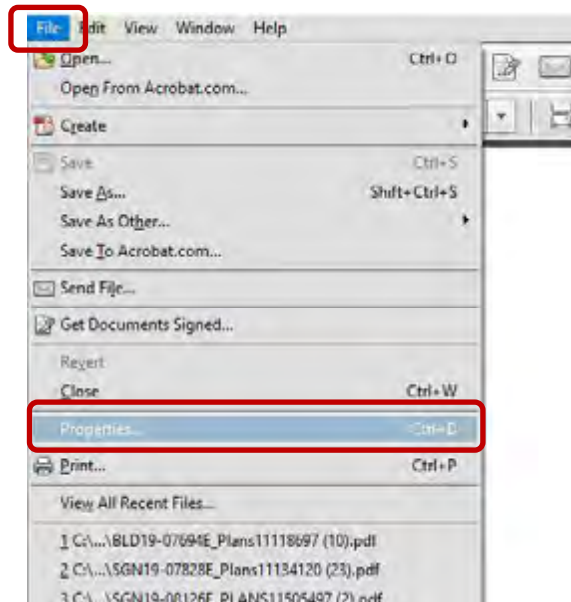
Hydrology Report– BLD20-00000E_HYDRO_RPT_REVISED-05-01-2019

Miscellaneous– BLD20-00000E_MISC_REVISED-05-01-2019

Master Matrix– BLD20-00000E_MATRIX_REVISED-05-01-2019

File Size

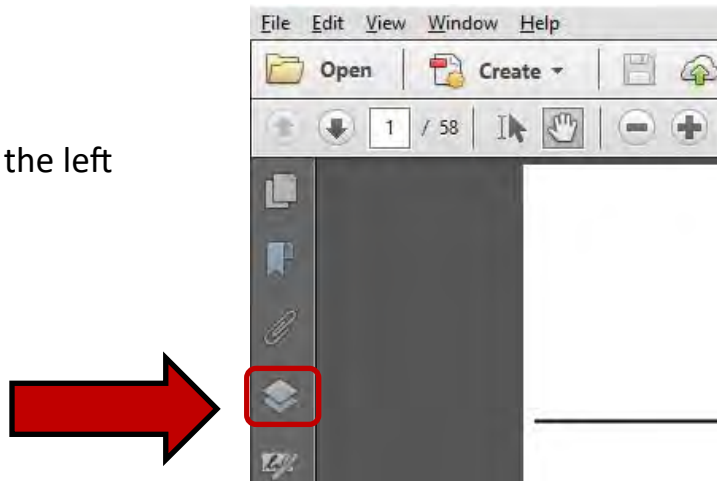
All files will be limited to 200 MB in size. Larger files will take longer to upload, please make sure enough time is being allowed for documents to completely upload. To check the size of each file, from Adobe select File-Properties and the Document Properties will be displayed.



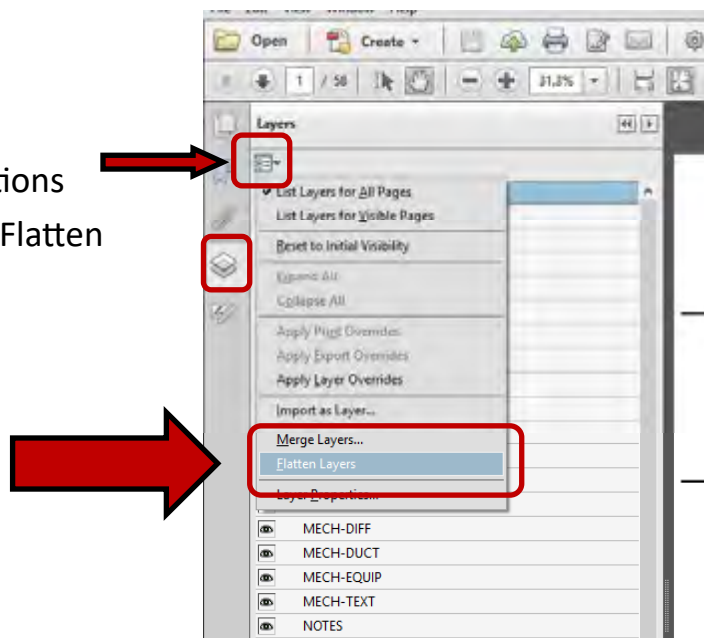
Layers

All documents submitted must be free of layers. Layers can slow down the processing of the file as it increases the overall size. The following steps should be followed to ensure all document layers have been flattened prior to submittal.

Select the layers tool located on the left side of the screen.



If layers are shown, select the Options tool within layers and then select Flatten Layers.

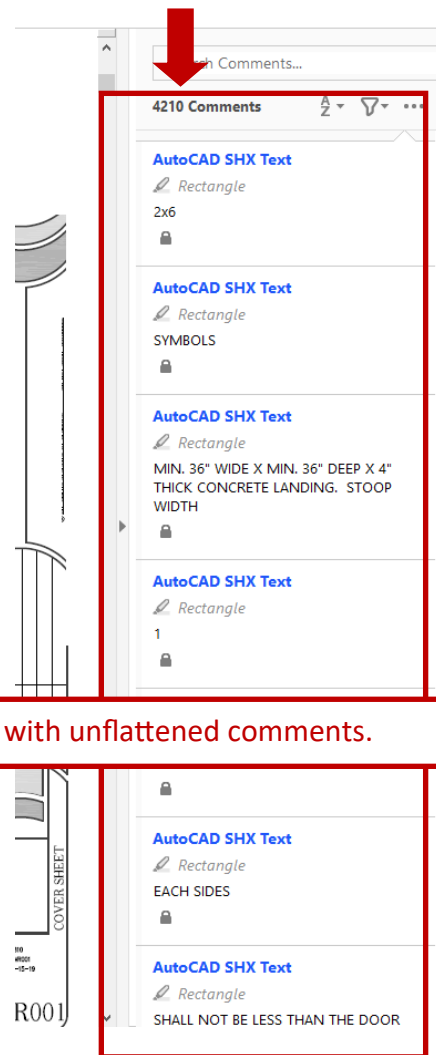
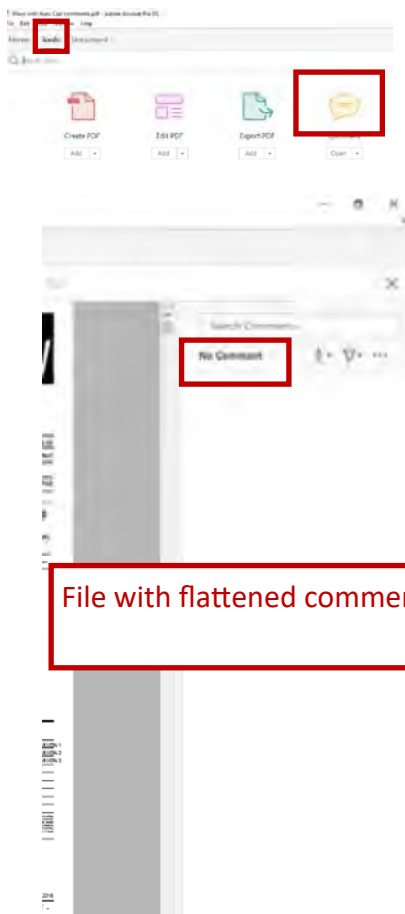


File Comments

All files must be free of all comments. To check if all comments have been flattened, select the *Comments* Tool in Adobe. This will ensure all text fields are non-selectable or editable.

Below you can see an example of a file with no comments and one which comments have not been flattened.

* If files were created using AutoCad 2016, please see following page.



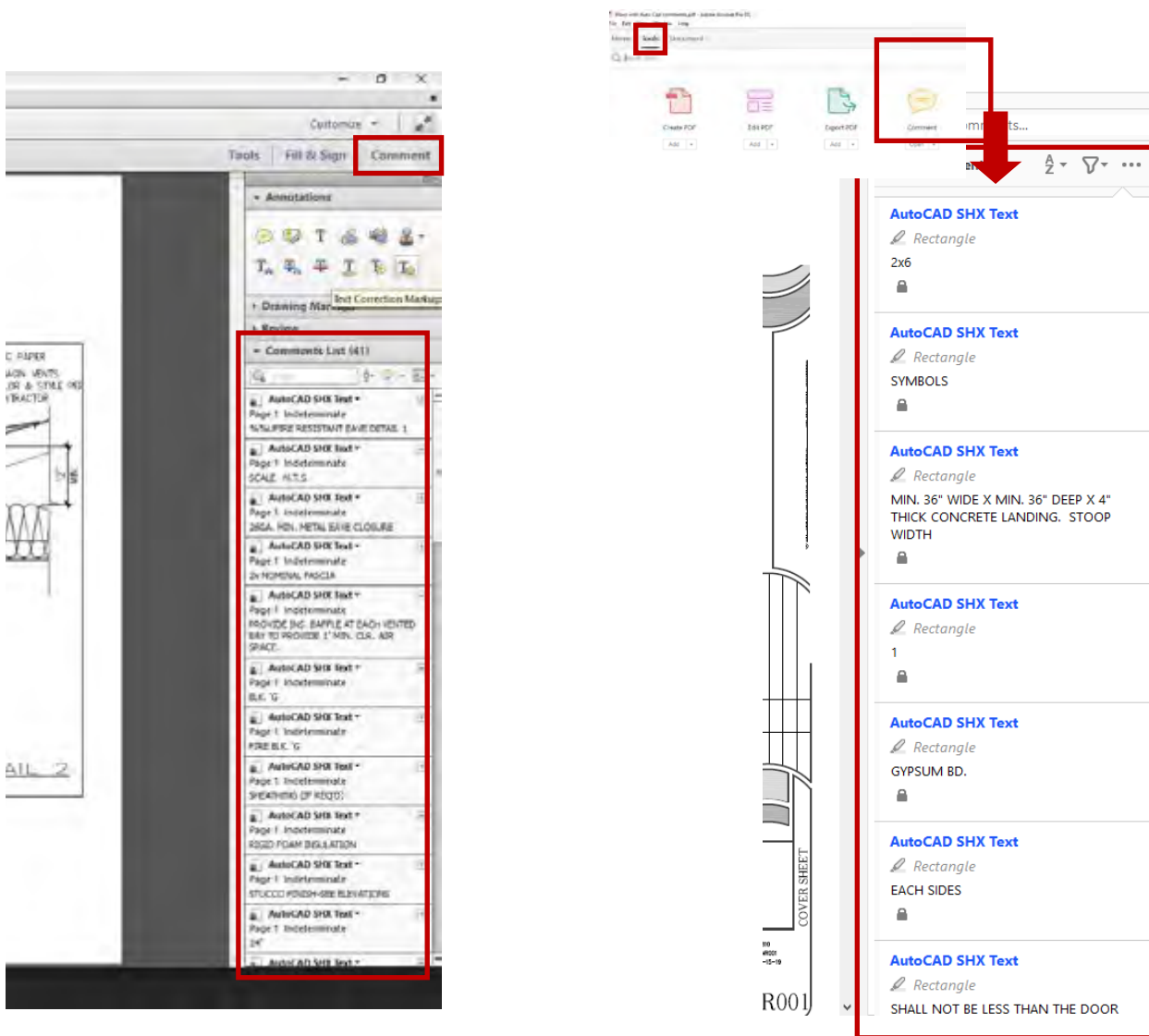
File Comments continued- AutoCad 2016

Files created using AutoCad 2016 will generate comments which show up as AutoCAD SHX Text. There is a known issue which causes comments to generate, when using SHX fonts in a drawing. These comments, cannot be flattened or removed using the tools provided in Adobe.

Per the Autodesk Website, in order to be able to remove these comments, you will need to install service pack 1 for AutoCAD 2016.

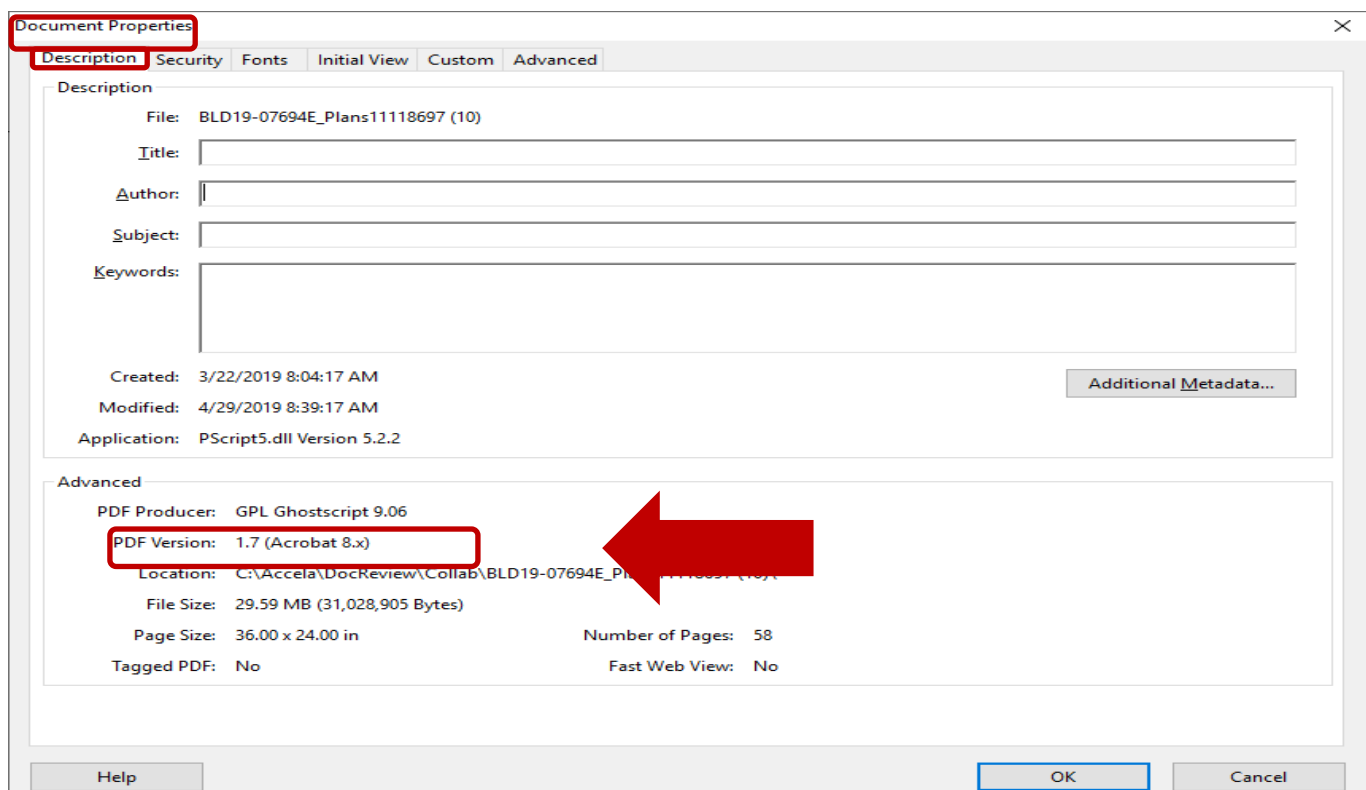
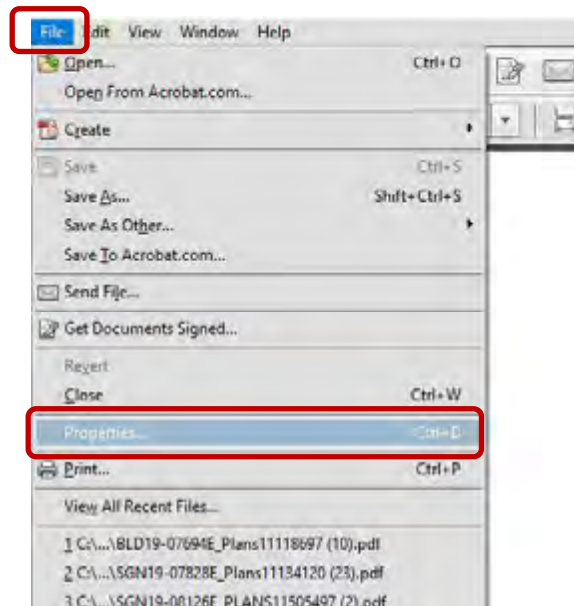
For additional information, please go to:

<https://knowledge.autodesk.com/support/autocad/troubleshooting/caas/sfdcarticles/sfdcarticles/Drawing-text-appears-as-Comments-in-a-PDF-created-by-AutoCAD.html>



File Type

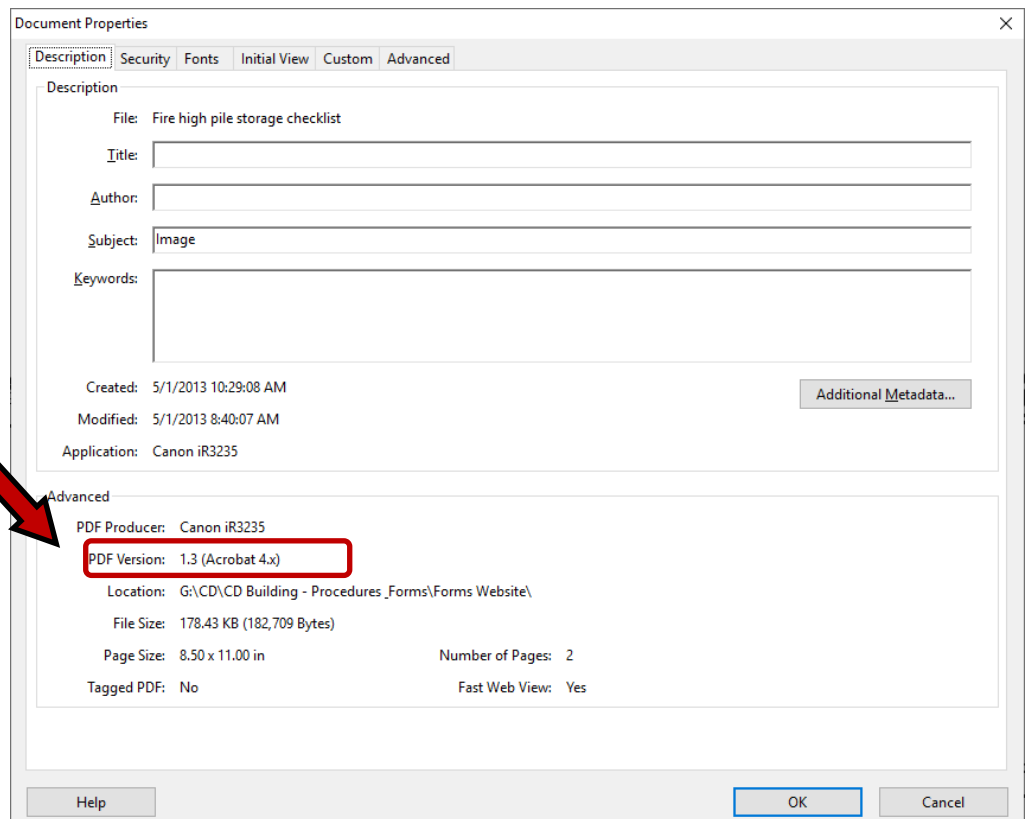
All files should be in Portable Document Format (PDF) and compatible with Adobe Acrobat 10 or newer. Document properties will let you know what PDF version was used.



If PDF is from older version, please see the next step on converting PDF to compatible version.

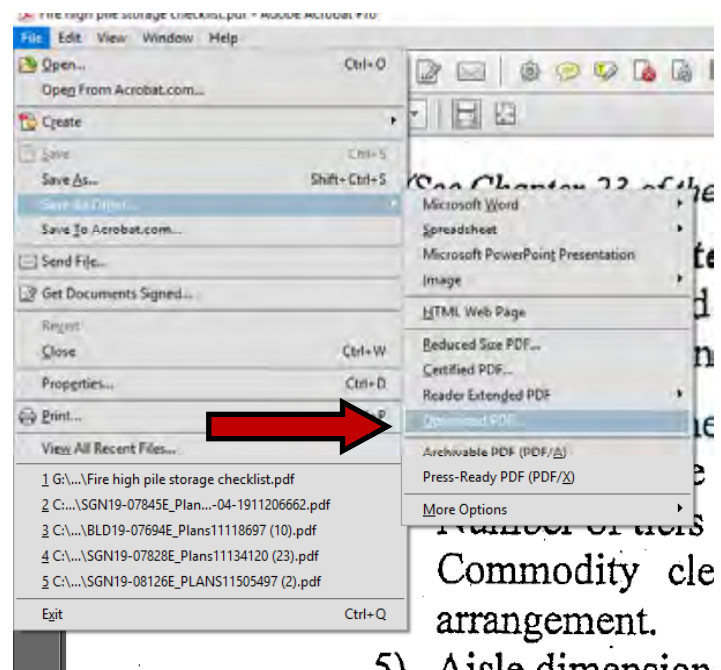
If PDF was created with an older version, document will need to be corrected so that it is compatible with Acrobat 10. The below steps will need to be followed.

PDF version can be found under Document Properties.

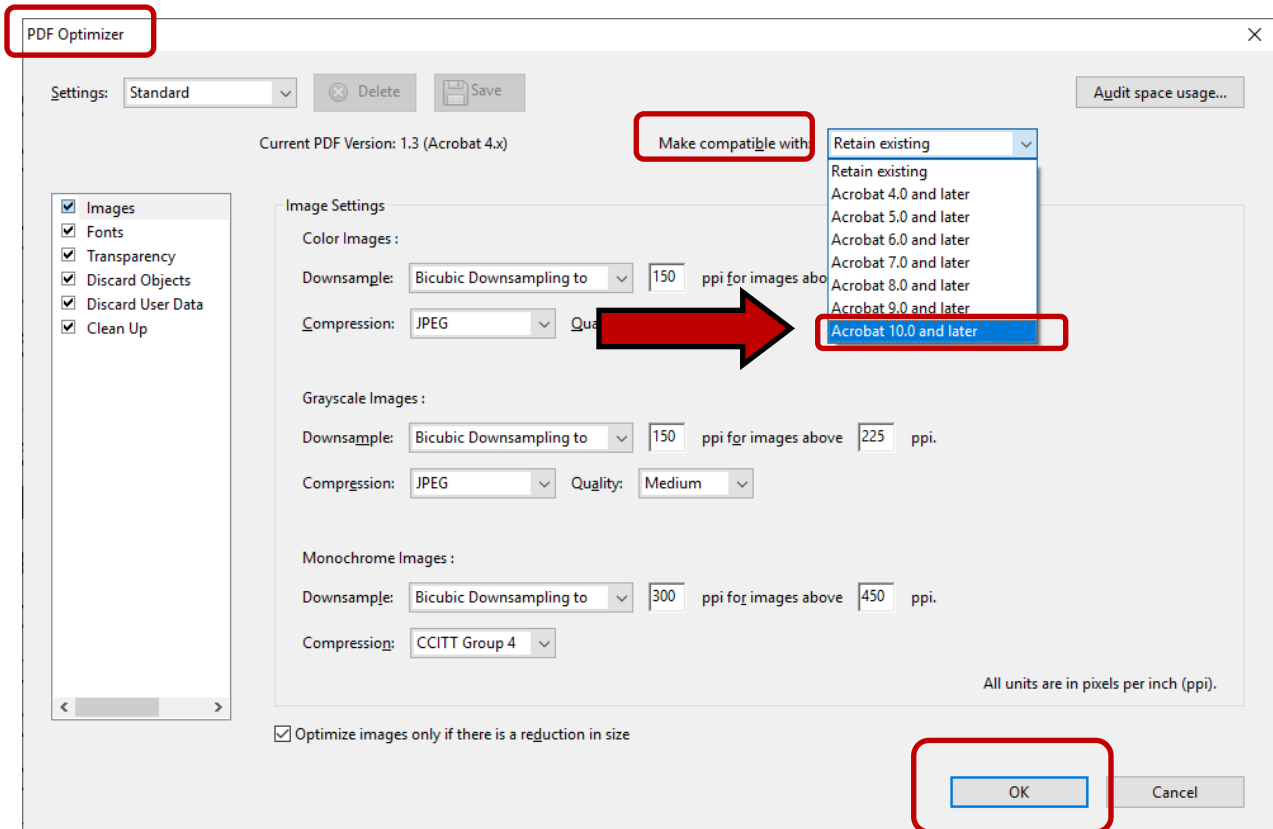


PDF Document will need to be Optimized in order for it to be compatible with Acrobat 10.

From the File Menu, Select Save As Other... and then select Optimize PDF...



The PDF Optimizer menu will open. From the drop down menu under Make Compatible with, select Acrobat 10.0 and later. Select OK.



Save Optimized window will open. Name the new file accordingly and select Save. This will create a compatible PDF for review.

