

Electronic Plan Review Submittal Standards

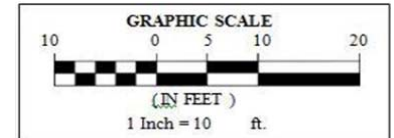
Plan Sheet Standards

Design Professional Stamps and Signature Standards

Professional signatures and seal shall be in accordance with the State of Delaware and professional board regulations and located on all plans and documents as required.

Graphic Scale Standards

- ✓ All pages should be properly oriented in landscape mode for efficient review.
- ✓ Each sheet must have a typical graphic scale as shown in the image to the right.
- ✓ When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- ✓ All plans shall be drawn to scale.



File Sheet Size and Orientation Standards

- ✓ For Land Development Projects, all drawing files must be drawn and formatted for a minimum landscape 24" x 36" sheet file. Any exceptions must be approved by the Department of Land Use
- ✓ For Building Projects, all drawing files must be drawn and formatted for a minimum landscape 24" x 36" sheet file.
Exception: Small scale projects (pool enclosures, pools, termite repairs, decks, etc.) may be landscape 11" x 17" sheet file plans.
- ✓ Plan pages shall be saved and uploaded in landscape orientation as individual files.
- ✓ Application documents shall be saved and uploaded in portrait orientation as complete files. If a document contains multiple pages, it shall be uploaded as a multiple page file with the file name describing the type of document.

File Type Standards

- Searchable PDF files are preferred for calculations, reports, and other supporting plan documentation (non-drawing files).
- Both vector PDF and non-vector PDF files will be accepted as drawing files. Since AutoCAD software is commonly used to create drawing files, converting a DWG to PDF file print ready is the preferred secured file format.
 - ✓ Converting your AutoCAD files to a Vector PDF is preferred to speed up the review process. It is recommended that drawings created in AutoCAD are converted to a Vector PDF within the AutoCAD program itself. In addition, the newest Adobe Acrobat (not the free version of Adobe Reader) will accommodate the creation of a Vector PDF.
- **WHY VECTOR PDF?** Vector based PDFs can be scaled by any amount without any degrading image quality. It allows the plans to be reviewed in a much higher level of clarity on a computer screen.
 - ✓ Customers whose AutoCAD system does not have the capability to create Vector PDF files may upload standard PDFs generated directly from AutoCAD.
- Project Documents
 - ✓ Documents containing multiple pages such as truss engineering, energy calculations, product approval forms, geotechnical reports, stormwater reports, etc. must be uploaded to the *Documents* folder as multipage files and the file name shall indicate what the document contents.
 - ✓ Separate document types shall be uploaded as separate files.

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File Naming Standards

Drawing file names will begin with an alpha-numeric number that is assigned for each page, followed by the page or sheet number and name.

Electronic plans that do not meet these requirements will fail our prescreen review. Resubmittals must use the EXACT same file name as the original. ePlans will use the file name to create and track the version of each plan that is updated.

- **Plan Type or Discipline**

The Sheet ID is the first set of characters representing the discipline area or plan type as defined by NCC Land Use in the Table of this document (“R01” for Record, “S02” for Structural, etc.).

Ensure all plans, including the associated details, are submitted under the correct discipline.

- **Sheet Number**

The sheet number should be listed with two numerical places after the Sheet ID or Type (“R01.01”).

- **Sheet Name**

The sheet name must clearly indicate the information found on the page.

Plan Type / Discipline	Sheet ID	Sheet Number & Name	Example File Names
Land Development Plans			
Subdivision	R01	.01.Record	R01.01.Record
Regulating Plan	R02	.01.Regulating	R02.01.Regulating
Previous Record Plan	R03	.01.PrevRecordPlan	R03.01.PrevRecordPlan
Lighting	L01	.01.Lighting	L01.01.Lighting
Landscaping	L02	.01.Landscape	L02.01.Landscape
Construction—Overall -Index -PreBulk -PostBulk -SWM -Stormwater Asbuilt	C03	.01.Overall	C03.01.Overall C03.01.Index C03.01.PreBulk C03.01.PostBulk C03.01.SWM C03.01.SWMasblt
Grading	G04	.01.Grading	G04.01.Grading
Drainage Plans—Overall -Pre Development -Post Development -Inundation -Watershed Plans	D05	.01.Overall	D05.01.Overall D05.01.PreDP D05.01.PostDP D05.01.Inundation D05.01.Wtershed
Storm Sewer	S06	.01.Strmswr	S06.01.Strmswr
Floodplain	F07	.01.Floodplain	F07.01.Floodplain
Sanitary Sewer	S08	.01.SanitarySewer	S08.01.SanitarySewer
DeIDOT	D09	.01.DeIDOT	D09.01.DeIDOT
Utility	U10	.01.Utility	U10.01.Utility
Details	D11	.01.Details	D11.01.Details
Site Layout	SL12	.01.Sitelayout	SL12.01.Sitelayout
Private Streets	S13	.01.PrivateStreet	S13.01.PrivateStreet
Building Plans			
Architectural	A01	.01.Architectural	A01.01.Architectural
Structural	S02	.01.Structural	S02.01.Structural
Plumbing	P03	.01.Plumbing	S03.01.Plumbing
Mechanical	M04	.01.Mechanical	M04.01.Mechanical
Electrical	E05	.01.Electrical	E05.01.Electrical
Lines and Grades	G06	.01.Lines&Grades	G06.01.Lines&Grades
Life Safety	LS07	.01.LifeSafety	LF07.01.LifeSafety
Sanitary Sewer	S08	.01.SanitarySewer	S08.01.SanitarySewer
DeIDOT	S09	.01.DeIDOT	S09.01.DeIDOT