Cover Sheet Stamping Area:
The cover sheet must have a 4"x4" clear area in the lower right quadrant of the sheet for the City of Phoenix electronic approval stamp. All other sheets will be stamped in the perimeter border area.

Plan Sheet File Format Standards:
Plans must be submitted in a searchable vector PDF format (non-scanned) or as a DWF file. Each plan sheet must be uploaded as a **single** file. Files must be **landscape orientation**, monochrome with white background and print ready. DWF files must be AutoCAD version 2015 or lower and cannot be 3D.

File Naming Requirements:
Plan file names must be easily identified and match the order of the plan set index. The files must be named in the following format:

- **3-digit number-sheet number-<u>abbreviated</u> sheet name or description** (**EXAMPLE** below).
- The entire **file name must not exceed 30 Characters** including spaces.
- Files must sort in order matching the plan set index.
- Invalid characters for file names include: **/ ? < > \ : * | "** and any character you can <u>type with the Ctrl key.</u>
- If a new sheet needs to be inserted between sheets 010 & 011 it can be numbered 010A or 010.1.

***Corrected or revised submissions **must** use the **EXACT** same file name as the original submittal to ensure proper versioning of your files and to help expedite the review process.*

EXAMPLE:

Index:

Sheet Index	
CS	Cover Sheet
A1.0	Site Plan
E1.0	Electrical Floor Plan
E2.0	Electrical One Line Diagram
S1.0	Structural Details

ProjectDox File Name:

001 CS Covr Sht
002 A1.0 SitePln
003 E1.0 Elec Flr Pln
004 E2.0 Line Dgrm
005 S1.0 Struc Dtl

Plan Sheet Size:
The following list indicates plan sheet sizes that can be submitted electronically. (See individual plan checklists for additional sizing requirements). 8 ½" x 11", 11" x 17", 24" x 36", 30" x 42" and 36" x 48".

Graphic Scale:
Each sheet must illustrate a typical graphic scale. If more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail. All plans must be drawn to scale.

Uploading Files:
"DRAWINGS FOLDER" - Upload plan sheets to be reviewed.
"SUPPORTING DOCUMENTS**"** Upload all calculations, specifications and supporting documents.
"REFERENCE DRAWING" - Upload plans for reference (i.e. City approved site plan or Grading Plan).

Projects Containing Over 50 Sheets:
Users may be contacted to provide one paper copy of the plan set at 1st review to help plan review staff accelerate the plan review process.

These guidelines are critical to ensuring your review is completed in a timely manner. To complete the upload process, you <u>MUST</u> complete your Workflow Portals task in ProjectDox.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.