

Document Submittal Requirements - Commercial Permits

For commercial plans and supporting documentation to be considered for acceptance, the following requirements must be met:

General

- **File format:** PDF
- **File size:** 300 MB maximum
- **Do not encrypt or password-protect files**
- **Supporting documents:** Submit as separate files from plans
- **Every file must be named** (e.g.: Building Plans, Energy Report, Deed, etc.)
- **Every file must have the correct document type** (see *Document Types* below)

Plans

- **Orientation:** Landscape
- **Title block location:** Lower right-hand corner
- **Sheet numbers:** Unique and consistent for each version - see [Sheet Labeling Standards](#)
- **Table of contents, bookmarks should:**
 - Always be included
 - Reference sheet number and titles in the format: {SHEET NUMBER} {SHEET TITLE}
- **Resubmittals and revisions:**
 - Submit only the corrected sheets
 - Maintain consistent sheet numbers between submissions (do not change sheet numbers)

Supporting Documents

- **Orientation:** Landscape or portrait
- **Resubmittals and revisions:** Submit the entire document

Document Types

Plans	Supporting Documents	Other
Tree/Concept Plan	Scope of Work Letter	Environmental Health Approval
Retaining Wall Drawing	Volume Certification	Deed
Site/Civil Plan	Flood Study	Development Agreement
Landscape Plan	Hydrology Report	Notice of Intent
As-Built	Maintenance Agreement	Geotechnical Soils Report
Plat	Shop Drawing	Structural Calculation
Architectural Elevation	Functional Performance Report	Retaining Wall Conformance
Building Plan	Energy Report	Fire Protection Spec Sheet
Fire Alarm Plan	Special Inspections	
Kitchen Hood Plan	Commodity Affidavit	
Suppression Plan	Fire Protection Calculation	
Sprinkler Plan		
Racking Drawing		