



## Electronic Document Submittal Requirements

To maintain consistency, all documents submitted electronically must be in PDF format. This document lays out the necessary requirements for the City's electronic document submittal process.

### RESUBMITTAL REQUIREMENTS

1. Review each City comment and use the PDF Reply function to provide your response to each comment. Resubmit the marked up plans with your responses using the PDF Reply function and label the document as "Response Letter" Alternatively, you may submit an itemized response letter to all comments.
2. Resubmit a new set of corrected plans with all changes clearly clouded / marked. Remove any previous clouds if submitting a second revision. Revision date references should remain.
3. Please upload the entire plan set. An incomplete plan set will be rejected.
4. Resubmit any supplemental forms or documents that you are changing or updating.
5. Complete the Resubmittal Coversheet and attach to your resubmittal package.
6. Upload your complete resubmittal package to [permit@newcastlewa.gov](mailto:permit@newcastlewa.gov) as attachments or via a document portal link (i.e., DropBox, Google Drive, etc.) Please use the permit number as the subject followed by name of project and date of resubmittal.

### PDF FILE FORMAT REQUIREMENTS

To maintain consistency, all documents submitted electronically must be in PDF file format. Documents that do not meet the following PDF requirements will not be accepted.

#### Plan Sets:

- Plan sets must be fully bookmarked with sheet number and name, grouped by discipline.
- All components of the plans including lines, stamps and signatures must be flattened.
- Provide a 2" x 2" blank area on a consistent location on each sheet (including all disciplines) in the title block or on the right side of all the sheets for City stamps.
- Combine all plan set pages into one PDF document and label document as "Plan Set."
- Sets over 200 pages should be broken into volumes. Each volume requires a cover sheet with index.
- Orient all sheets so the top of the page is at the top of the screen.
- All sheets must be the same size (do not combine 24" x 36" sheets with 8½" x 11" sheets).
- Each PDF page label must match the sheet number of the page.
- Individual file sizes should not exceed 200 MB.
- Security settings must be unrestricted. PDF/A (archival) format is not acceptable.

#### Supplemental Documents:

- Each supplemental document must be uploaded as a separate PDF. Do not include drawings and calculations (for example) in one PDF.
- One PDF file per document (do not upload individual pages as separate files).
- Every page must be oriented so the top of the page is at the top of the screen.
- The PDF page labels must match the page number of the actual document.
- Whenever possible, export the PDF from the original source (do not scan).
- Individual file sizes should not exceed 200 MB.
- Security settings must be unrestricted. PDF/A (archival) format is not acceptable.

#### Font Type and Size:

All text should be easily readable when printed. Clarity must be equivalent to or better than the theme fonts Arial, Gill Sans or Tahoma. Font size should be minimum 10pt.

Scanned Documents:

- Submit scanned documents only when original PDF documents are not available.
- PDF documents produced by scanning paper documents are inherently inferior to those produced from electronic sources and the document file size is greatly increased.
- Paper documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Scanning should be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. All pages must be properly labeled and oriented so the top of the page is at the top of the computer screen. If your software supports OCR (Optical Character Recognition), please run it. Upside down and sideways scans will not be accepted.

Printing:

- Plans that have been reviewed electronically will be stamped electronically by City Staff.
- The applicant will be provided with an electronic copy of the approved documents and must provide a full-size, color paper copy of approved plans for the job site and to the City. Inspections cannot be scheduled until paper documents are on site with the permit card.