



Electronic Plan Submittal Guide

For projects to be successfully submitted and processed in the [Permitting Online Portal](#) and reviewed electronically, please follow the plan review document format requirements listed below. An electronic plan review will not begin until the submittal meets these requirements, and the documents that do not comply with the requirements will be returned to the applicants which will result in delays.

Formatting Requirements

1. Consolidated Plans:

All plans must be consolidated into one set unless the file exceeds the maximum file size. (See item #2 Maximum File Size for details).

2. Maximum File Size:

The maximum file size is “300 MB per file”. Documents that exceed the maximum size shall be separated into multiple documents. Please try to minimize the number of files as much as possible. When applicable, separate Architectural/Structural sheets from Mechanical/Electrical/Plumbing sheets into two different packages. If further separation is needed, files should be separated by trade.

3. File Type:

Digital plans and documents must be PDF. Photographic files (e.g., JPEG, PNG, etc.) and Zip files are not acceptable. PDF files shall be text searchable. For scanned or non-searchable PDFs, apply Optical Character Recognition to the document.

4. File Content Requirements:

- Plan size shall be a minimum of 11”x17” and consistent with the same size. Plans shall be legible and drawn to scale.
- All pages shall be landscape oriented and must be upright. Maintain a uniform page position and insertion point for all files.
- Files shall be flattened PDFs. Files cannot be password protected or encrypted/locked.
- Set an 8”x8” space on the Cover Sheet for jurisdiction approval stamps.
- In the title block (lower right quadrant), set a 3”x3” space for jurisdiction approval stamps on all drawing sheets.

- Title block must be consistent and included on all sheets, containing the following information:
 - Project title and address
 - Unique sheet number (e.g. S1.0)
 - Unique sheet title (e.g. Foundation Plan)
 - Revision number and revision date
 - Company/organization name and logo
- Sheet index shall be provided on plan set cover sheet, and the total number of submitted sheets shall match the sheet count shown in the index.
- For all resubmittals, drawings shall maintain the same sheet order and numbering as the original submittal. Added or removed sheets shall not result in renumbering of existing sheets.

5. Plan Sheets Naming Conventions:

All PDF plan sheet files should be named according to how they are listed in the Drawing Index provided on the Title/Cover Sheet of the plan set. All sheets shall be bookmarked to match the sheet names. All drawing files must be named as follow: SHEET NUMBER SHEET TITLE. (See examples below)

Sheet	Sheet Title/Name	Page Labels
C1.0	Site Plan	C1.0 Site Plan
A1.0	Existing Floor Plan	A1.0 Existing Floor Plan
S1.0	General Notes	S1.0 General Notes

6. Reports, Calculations and Supplement Documents:

- Cover page of documents shall be prepared, signed, and sealed by the governing authority and applicable professional licensing regulations.
- A table of contents shall be provided and shall list all key sections, appendices, exhibits, and attachments included in the document.
- All pages must be numbered. Page numbers shown in the table of contents shall match the corresponding pages in the document.
- All documents shall be legible, complete, and flatted PDFs. Files cannot be password protected or encrypted/locked.

7. File Naming Convention:

- Plan sets: Name each plan set “Project BLD#” + “Plans” with an underscore “_” and a brief description.
 - **Example1:** BLD26-65432 Plans_Set 1of 2.PDF

- **Example 2:** BLD26-65432 Plans _All.PDF
- Documents: Name each supporting document “Project BLD#” + “Doc” with an underscore “_” and a brief description.
 - **Example 1:** BLD26-65432 Doc_Specifications.PDF
 - **Example 2:** BLD26-65432 Doc_Structural Calcs.PDF

Note: In the initial submittal where BLD# is not available, “Project Address” can be used in lieu of “Project BLD#” in the file names.

Contact Information

Permit Center: 408-615-2420 | **Email:** permitcenter@santaclaraca.gov

Building Division: 408-615-2440 | **Email:** building@santaclaraca.gov