



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. [Permitting Online Portal](#) can be found here, <https://SantaClaraCA.gov/Permits>.

FORMAT 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 trades.

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.

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. File Naming Convention:

- Plan sets: Name each plan set "Project BLD#" + "Plans" with an underscore "_" and a brief description. (eg., BLD22-65432 Plans_Set 1 of 2, Plans_All)
- Documents: Name each supporting document "Project BLD#" + "Doc" with an underscore "_" and a brief description. (eg., BLD22-65432 Doc_Specifications, Doc_Structural Calcs)

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