



## Resource Management Agency

5961 S. Mooney Blvd

Visalia, CA 93277

559-624-7000

## Planning & Building Department

# Electronic Drawing Standards for Electronic Submittals Required For Drawing sets Under 25 pages

- All documents shall be in PDF format, with a graphic scale, and rotated so that the pages read upright.
- Verify you have unlocked and flattened all the drawings and reports. The markups list and layers should be cleared and empty (you can also control this in your print settings).
- Files should only be saved in black and white.
  - The exception to the black and white submittals will be elevation and rendering views for Current Planning Design Review requirements.
- File naming conventions should be as follows: Address\_REV#.
  - **Example:** (5961SMOONEY\_Rev1) Applicants with files not named consistent with these requirements may be rejected.
- Drawings, reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.).
- Drawings shall have a scale bar.