



## 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 Over 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).
- Vector content only.
- Drawing Export Tips:
  - Maintain output Scale – avoid “Fit to Page”
  - Keep hatch patterns to a minimum as a best practice as these can quickly increase file sizes and slow the files down.
- Documents shall be created with TrueType Fonts.
- If you have the capability, the drawings are requested to be batch linked.
- Sheet title block sizes shall remain consistent on each page of the plan set including sub disciplines.
- 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.
- Name each page with a page label that matches the sheet.
  - **Example:** Page label C2 Grading Plan
- Each Plan Sheet must be clearly bookmarked to clearly identify the content of the page.
  - **Example:** Page A1.0 Architectural Site Plan.
- Reserve a location on all plan sheets for County stamps. The size shall be a minimum of 3” x 2” and be in the same location on every sheet.
- Drawings, reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.).