



Sacramento Metropolitan Fire District

Community Risk Reduction Division

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TODD HARMS
Fire Chief

ELECTRONIC PLAN SUBMITTAL GUIDELINES

Electronic Plan Submittal enables applicants to submit Portable Document Format (PDF) files as an alternative to submitting the required construction drawings and supportive documentation in the traditional paper form.

Plan submittal is made through the Mobile Eyes program. Files submitted for electronic plan review must be prepared in conformance with the following standards.

Required Files:

Applicants must condense their submittal package into one PDF file, PLANS.

1. Plans (PLANS):

The PLANS PDF file is comprised of the construction plans and supplemental information. Special care must be paid to the sheet index, often on the cover sheet. This index shall only bear sheets which are included in the submitted set, and all sheets included in the set must be shown in this index.

All design professional stamps must be signed. Signature should be accomplished by placing an image which includes the digital stamp and wet signature on each sheet.

To have a precise and timely estimate of final fees, the scope of work, building area, occupancy classification, and construction type must be provided on the title page of the plans.

Supplemental Information shall be all documents necessary for the scope of your project. Common documents which fall into this category are:

- Fire Sprinkler Calculations
- Fire Sprinkler System component cut sheets
- Fire alarm battery calculations
- Geotechnical Reports
- Fire Flow letter
- Technical specifications
- Plan review response letter
- Certificate of Release Form
- Promise to Install Form

Note: not all of these documents are required for every project.

Submittal File Standards:

All digital files must comply with the following standards. Any deviation from the standards contained in these instructions may result in a delay in the processing of your submittal:

File format:

All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat 8 or newer

- a. PDF Portfolios should not be used as part of your submittal package.
- b. PLANS files shall be first generation vector based PDF's which have been directly converted from the computer aided drafting (CAD) application(s) (e.g. AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created. Scanned Plans (i.e. plans, elevations, sections, details) will not be accepted unless the plan sheet was hand drawn.
- c. All layers must be flattened.
- d. All comments must be flattened.

File Size:

Each PDF file must not exceed 100MB in size.

Security:

PDF document security settings must allow staff to mark up the PDF file and create comments. No electronic signatures should be used on forms or drawings; as electronic signatures restrict security settings. Licensed professional stamps should be digital stamps produced through Annotations or Drawing Markup tools.

Scale:

PDF exhibits must be generated at a prescribed engineer (i.e. 1:10, 1:20, 1:25, 1:30, 1:40, or 1:50) or architect (i.e. $\frac{1}{4}$, $\frac{1}{8}$, $\frac{3}{16}$, $\frac{3}{32}$) scale for staff to verify dimensions and areas within the file.

Bookmarks:

All individual plan sheets shall be contained within one single PDF file. Each sheet shall be bookmarked for easy reference during plan check and intake. The bookmark titles should include the sheet number and subject matter (i.e. floor plan, site plan, battery calculations, etc.).

Page Orientation:

All plans must be oriented so the top of the page is always at the top of the monitor and set to landscape. A north arrow must be provided on all plan sheets. All supplemental information must be oriented so the top of the page is always at the top of the monitor in either portrait or landscape format, based on the supporting documents provided. All supplemental information must be sized at $8\frac{1}{2}$ " x 11" or 11"x 17".

File Naming:

Files must be named using the following simple naming convention:
Address – PDF file type – Plan type - Date

Example:

1. XYZaddress - PAY - Fire Alarm – 10-3-17
2. XYZaddress - PLANS - Fire Alarm – 10-3-17

Master Plan Projects must be named using the following simple naming convention:
Subdivision – PDF file type – Plan type - Date

Example:

1. Northridge, Plan A - PAY - Fire Sprinkler – 10-3-17
2. Northridge, Plan A - PLANS - Fire Sprinkler – 10-3-17

Payment:

Once you submit your plans through the portal, your permit will be created and you will receive an automated email. CRRD staff will then create invoice and email it to you for payment. You will be able to follow the invoice link in the email to pay your invoice. **No review will occur until payment is received. If electronic or check payment is not received within two weeks of plan submittal, CRRD staff will then create invoice and email it to you for payment.**

Resubmittals:

In subsequent plan review cycles, complete PLANS files must be submitted. Individual plan sheets will not be accepted.

Resubmittal fees must be paid at the time of submittal. Resubmittal fees are incurred at the 2nd and all subsequent resubmittals and resubmittals after approval.