

Permitting Services Plan Submittal Requirements.

Plan Submittal Requirements

Naming Convention - [house or building number] [add space] [street name] [add space] [suite number if applicable] [add space] [name of the plans]. Ex. 111 Maryland Ave buildingplans or 111 Maryland Ave suite200 buildingplans

PDF files are required for plans submissions and should be combined into one file. 1 file = 1 full set of plan.

PDF files are also required for verification items such as trade licenses.

All drawings must be submitted in an unlocked/unencrypted PDF file. If security settings are locked, city staff will be unable to edit, markup or approve plans/drawings.

Plan Resubmittal Requirements

Naming Convention - [house or building number] [add a space] [street name] [add a space] [suite number if applicable] [add a space] [name of the plans] [space] [amend or rev] [number of the amend or rev]

Ex. 111 Maryland Ave buildingplans amend1 or 111 Maryland Ave suite200 buildingplans rev2