



CITY OF FRIENDSWOOD

ELECTRONIC SUBMISSION STANDARDS

Submission File Format Requirements:

- Only PDF and JPG files (for small projects) will be accepted.
- Submit vector files, if possible.
- All text in submitted PDF files should be searchable.
- PDF files must NOT require a password to view or to restrict the PDF permissions within the file.
- Plans should be generated to a fixed scale.
- The file size of each submission file should not exceed 250MB.
- PDF Packages / Portfolios will not be accepted.
- Architects – [Signature and Seal Requirements](#)
- Engineers – [Signature and Seal Requirements](#)

File Naming Standards:

- The file names of Plans and Supporting Documents should describe the file contents and include the submission order number, for example **Architectural Plan Set – Rev001.pdf**
- The same file name should be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – Rev002.pdf**

Plan Sets & Plan Sheet Numbering Standards:

- Plan sets should be separated into two multi-page files:
 - 1) Civil plans
 - 2) Architectural plans (architectural, structural, mechanical, electrical, and plumbing)
- PDF files containing **Plan / Drawing Sheets** should contain a PDF bookmark for each sheet, that contains the **Sheet Reference Number** and optionally a **Sheet Title**, for example **A1.0 LOWER FLOOR**
- **Sheet Reference Numbers** shall conform to the **American CAD standard**. The **Sheet Reference Number** should contain a prefix for each discipline/trade, for example **A** for **Architectural** and **C** for **Civil** then the Sheet Number for example 1.01 to 999.99 and optionally a **Sheet title** for example **LOWER FLOOR** or **UPPER FLOOR**
- **Plan Sheet Reference Numbers** should be unique within a **Case**, two different drawing sheets should not have the same **Sheet Reference Number**
- **Plan Sheets** should be correctly orientated in the submission file, to allow the Sheets to be viewed without needing to rotate the sheet, typically Landscape.
- If **Plans** need to be revised and resubmitted, the exact same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet.

Example Discipline / Trade Sheet Reference Prefix:

Discipline / Trade	Sheet Reference Prefix
Architectural	A
Civil	C
Demolition	D

Electrical	E
Fire	F
General	G
Landscape	L
Mechanical	M
Plumbing	P
Structural	S
Zoning	Z

Supporting Document Standards:

- Supporting documents should be submitted as separate files and not combined as part of a plan sheets submission file.
- Documents that contain multiple pages, for example Structural Calculations, should be submitted as a single, multi-page file.
- Different categories of supporting documents may be combined into a single file, for example Structural Calculations, Engineering Calculations, Residential Energy Check, Commercial Energy Check, Electrical Load Analysis, Plumbing Riser Diagram, etc.
- Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait.

Resubmittals:

- The exact same file name should be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – Rev002.pdf**
- If **Plans** need to be revised and resubmitted, the exact same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet.
- Resubmitted plans should use the same file format as the previous submission, for example PDF, and each sheet should be the same page size, page orientation and drawing scale as the previous submission.