

SUBMISSION STANDARDS

FOR ELECTRONIC PLAN UPLOADS IN BUILD HENRICO

The Department of Building Inspections and Construction offers the ability to obtain permits through the Build Henrico Customer Portal. Some permit types will require the submission of plans and it is important that applicants follow these guidelines and limitations when creating files to be uploaded for review.

PDF FILES REQUIRED

All drawings shall be flattened PDF files, i.e., without layers, and free of PDF comments or annotations.

- **NOTE:** Photographs of plans (e.i., jpeg, tiff, etc.) will not be accepted for review. Scanned paper drawings may have grid lines but not ruled (such as notebook paper).

RECOMMENDED RESOLUTION

300dpi required. 400dpi preferred

MAXIMUM PDF FILE SIZE

200 MB.

- **NOTE:** Break into multiple files if limit would be exceeded.

FILE NAMES

File names should reflect the appropriate discipline:

- **e.g.-** A-xxxxxx, S-xxxxxx, M-xxxxxx, etc.

When uploading documents in the customer portal of Build Henrico, the applicant shall select the document type that relates to each file submitted

- **NOTE:** The 'Comment' field on the document upload page allows additional descriptive information to be included when the file is uploaded.

DO NOT include special characters in the file name. This includes periods.

- **e.g.-** (% \$ & @ . ? /)

SEPARATE FILES BY DISCIPLINE

Separate PDF files shall be uploaded for each discipline,

- **e.g.-** Site plans, Structural, Architectural, Mechanical, Electrical, Plumbing

SEQUENCE

All plan sheets are to be numbered and arranged in numerical order.

DRAWING SHEET SIZE

11" x 17" minimum; 36" x 42" maximum

- **NOTE:** Other submitted documents (Specifications, truss plans, beam calculations, engineering documents, county forms, etc.) may be 8-1/2" x 11". Again, file names should clearly identify the content of each file.

SCALE

All drawings shall be scaled to a size appropriate for the sheet size: 1/8" = 1'. The scale shall be indicated. Text size should not be smaller than 1/8" in. height when printed full size.

ORIENTATION

All documents shall be submitted oriented to appear on a computer screen as they were created and intended to be viewed, i.e., if the plans were drawn in a landscape format, the electronic file shall also appear in a landscape format. The same applies to documents created in a portrait orientation. Documents that are upside down or sideways when opened may be rejected.

RDP SEALED PLANS

All electronic seals must be visible and capable of being printed with the approved plan.

DEDICATED SPACE FOR COUNTY APPROVAL STAMPS

A 3" x 3" blank space, free of text or drawings shall be provided at the exact same location on all sheets within a file. This is for application of county approval stamps. The space may be at the center top or bottom or on any of the four corners of the sheets. Space must be at the same location on all sheets in a file. For proper printing, allow a 1/2" margin from each edge.

OTHER DOCUMENTS

Specifications, truss plans, beam calculations, engineering documents, county forms, etc. may be sized 8-1/2" x 11". Such documents shall be uploaded as separate files from the drawings. File names should clearly identify the content of each file.

INDEX SHEET

It is recommended that a separate Index document be included for each discipline file. The index file should be in **.xlsx** format (Excel spreadsheet) with each sheet number and appropriate description listed in table format. Each time a revised plan file is uploaded, the index file should also be updated adding columns to indicate the revised/added/deleted sheets.