



Land Development Approvals Document Submission Standards

To Access Build Henrico: <https://build.henrico.us>

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.g. JPEG, TIFF, etc..) will not be accepted for review.
- Scanned paper drawings may have grid lines but not ruled (such as notebook paper).

<p style="text-align: center;">Maximum PDF File Size 250 MB</p> <p>**Note: Break into multiple files if limit would be exceeded.</p>	<p style="text-align: center;">Drawing Sheet Size</p> <p>Specific sizes are listed on each application specific checklist.</p>	<p style="text-align: center;">Sealed Plans</p> <p>All electronic seals must be visible and capable of being printed with the approved plan.</p>
<p style="text-align: center;">Separate Files by Type</p> <p>Separate PDF files shall be uploaded for each type of document. (e.g. Site Plans, Signature Form, Response to comments, etc.)</p>	<p style="text-align: center;">Required Resolution 300 dpi</p>	<p style="text-align: center;">Scale</p> <p>All drawings shall include a scale notation and 1-inch graphical bar per the following example: Scale 1" = 50'</p> <div style="text-align: center;"> </div> <p>See application checklist for required scale.</p>

File Names

- ◆ File names should reflect the specific content.
- ◆ When uploading documents to Build Henrico, select the document type that relates to each file type submitted.
- ◆ The 'Comment' field on the document upload page allows additional descriptive information to be included once the file is uploaded.
- ◆ Do not include special characters (e.g. %\$&@#/?) in the file name. This includes periods.

Construction Plan Cover Sheets

- ◆ For Plan of Development, Site Plan, and Subdivision construction plans the County approved cover sheets must be utilized, which are available on the [Environmental Services website \(https://henrico.gov/works/engineering-environmental-services/\)](https://henrico.gov/works/engineering-environmental-services/).

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 should also be uploaded in a landscape format.) Documents that are upside down or sideways when opened may be rejected.