



ELECTRONIC SUBMITTAL & REVISION STANDARDS & REQUIREMENTS

COMMUNITY DEVELOPMENT
BUILDING SAFETY DIVISION

OVERVIEW

All building permit applications requiring drawings shall be accompanied by complete plan sets and the documentation needed to determine the scope of the proposed work. All electronic plan and document submittals shall meet the technical standards listed below. Revision materials must include the revised sheets and supporting documents identified in Section 5.

Submit each required component, such as plan sets, structural calculations, geotechnical reports, Title 24 energy compliance files, etc. as individual PDF file to ensure all materials are transmitted successfully. Drawings and documents that do not meet these requirements may not be accepted for review.

REQUIREMENTS

1. Submittal Process & Email Formatting

- Email all submittals directly to: permits@santacruzca.gov. Include subject line as follows:
 - Subject Line for **Initial Submittal**: "Initial Submittal Request - (Project Address)"
 - Subject Line for **Response to Comments**: "Response to Comments - (Project Address) - (Permit Number)"
 - Subject Line for **Change in Scope / Revision**: "Change to Scope/Revision Submittal - (Project Address) - (Permit Number)"

2. Drawing Design & Format

- **PDF or PDF/A** - Digital documents must be PDF (portable document format) or PDF/A, compatible with Adobe Acrobat Version 9.0 or higher.
- **Exported vector-based PDFs required for most projects** - An exported PDF from the native file or printed as PDF from the native application (*not a scan saved as a PDF*) is required with the following exception:
PDF's of raster images or scanned documents are acceptable for single-family additions or alterations, in which case, scan the hard copy plan at 150dpi minimum and 300dpi maximum to achieve an acceptable legibility and file size. Maximum size of scanned sets may not exceed 15 sheets or 25 MB total set file size.
- **Scale & Dimensions**: Show plans at suitable scales for the type of work portrayed. Plans shall be to scale, fully dimensioned, and legible. Provide legends for any symbols and hatching used.
- **Minimum Text Size**: All drafting text must print at a minimum 10pt font size and must not measure less than 3/32" in net height when plotted full size to maintain digital readability.
- **PDF drawing text shall be searchable**. The native CAD drawing shall be prepared utilizing TrueType fonts which allows the sheet text to be searched when saved in PDF form. SHX fonts do not provide for this and must not be used.
- **Grayscale Requirement**: Do not use color to differentiate items on the construction plans; instead, use symbols, hatches, line-type, and line-weights to relay information. Plans shall be legible when set to print in grayscale. *Color may be used for design presentation documents and cover pages only.*



- **Hatch Density:** To improve rendering speed, the scale of hatches used shall be appropriate for the scale of the drawing they are used in. As an example, diagonal line hatches shall plot at full size with a minimum of 1/16" between hatch lines.
- **Bookmarks & Page Labels required.** Each sheet to be bookmarked in the order corresponding to its location in the drawing set. Bookmark name to consist of the sheet #, followed by a single underscore and the Sheet Title (e.g., A1.0_Site Plan). Page labels shall be provided for each sheet in thumbnail view and shall consist of the sheet # (e.g., A1.0). Supplemental documents to be bookmarked by section/part.
- **Minimum Sheet Size:**
 - Small remodels - 100 SF max: 11"x17" (Tabloid Size)
 - All else: 18"x24" or 17"x22" minimum
 - These sheet sizes are minimum. Size of sheet chosen shall be adequate to show plans at a legible scale without requiring the use of match lines.
- **Assemble PDF files as follows:**
 - PDF plan set to consist of a single file that combines each sheet file in the order it is to be found in the drawing set. Larger drawing sets may be broken up by discipline. Label the files to allow the set to be recombined in the proper order.
 - Supplemental Documents shall be saved in separate file(s)
 - All drawings and documents shall be left to right reading when opened and expanded to see the entire sheet in the window prior to bookmarking. Maintain a uniform page position for all files in the submittal.
 - All drawings to be flattened (i.e., no layers)
 - PDF Portfolios are not allowed.
- **Unsecured setting** - Choose "unsecured" on your security settings so that plan reviewers may mark up the documents or create notes. Files received that require a password to extract, edit, or print will not be accepted for review.
- **Document Index:** Provide a Document Index at the front of the drawing set that summarizes all drawings and documents included in the submittal. Use the format shown below.

DOCUMENT INDEX		
Permit #: B21-0123	Address: 1234 Main Street	Date: 2/7/2021
Document File Name	Description	Included
B21-0123_PL_21-0207.pdf	Construction drawings	Yes
B21-0123_RC_21-0207.pdf	Response to Comments	Yes
B21-0123_SC_21-0207.pdf	Structural calculations	Yes

4. Sheet Signatures & Professional Seals

- Each sheet in the drawing set shall be signed by the person responsible for its design.
 - Sheets depicting design of a professional registrant (Architect or Professional Engineer) shall show the registrant's seal and signature on the sheet, near the right edge of the sheet or inside the title block.
 - Seals and signatures of licensed professionals (Architects and Engineers) shall be flattened
 - Where a professional registration is not required for the work shown on the sheet then the person responsible for the sheet's preparation shall print their name followed by their signature.
 - In all cases, signatures shall also indicate the date of signing for the submittal.
- **Strictly Prohibited:** Live "Electronic signatures" (e.g., Adobe Sign digital certificates) are NOT allowed. These introduce permission locks in the file that can stop plan check review tools from operating.
- **Timing:** Provide required seals and signatures with the initial submittal whenever possible to facilitate immediate approval. All submittals after the first must contain the required stamps and signatures.

5. Dedicated Stamp Spaces

- **On all sheets except the cover sheet:** Provide a 1½" x 3" clear space for the Validity of Permit stamp on the lower right quadrant in the same location as the title block or drawing area.
- **On cover sheet:** Provide a 6 x 6-inch clear space located in proximity to the right lower corner of the cover sheet drawing area for agency approval stamps.
- **If the project requires Special Inspection,** provide a 6x6-inch clear space above or to the left of the agency approval stamp space.

6. Changes, Revisions, & Deferred Submittals

When preparing revisions or submitting a deferred item, the application packet must isolate the modified components to facilitate tracking:

- **Revised Sheets Only:** Do not resubmit the complete original construction set. Document delivery must only include the specific sheets or structural components that have undergone modifications.
- **Plan Marking Standards (Deltas):** Highlight all modified, replaced, or newly added design areas explicitly using conventional drafting revision clouds and triangles (deltas). Cross-reference the delta # with an entry in the each revised sheet's revision block detailing the delta #, revision date, and a brief description.
- **Revision Narrative Cover Letter:** Provide a Narrative Cover Letter describing the exact nature and underlying reason for each proposed change. Explicitly index which sheet numbers, detail keys, and calculation sections are affected.
- **Supporting Calculations & Reports:** Submit all affected background engineering reports (e.g., Structural Calculations, Geotechnical Reports, Title 24 Energy Analysis, or Special Inspection forms). Ensure updated digital stamps, dates, and wet signatures are completely flattened onto each revised report sheet.

7. Recommended Best Practice

Although not required, we recommend that the Applicants for larger projects provide files with hyperlinked sheet navigation. Hyperlinking plan and section callouts to jump to the page and area that detail/section is shown will help expedite plan check reviews and enhance digital access for the construction team once the permit is approved.