Submittal Standards:

Electronic Plan Review Submittal Requirements
Acceptable file types:
Plans must be submitted in a PDF format. Files must be print ready, ie: set up properly for printing with title block, no data outside the print area, no password protections or other editing security, etc.
Vector file types such as .PDF facilitate the most efficient viewing of documents. Please print to PDF rather than saving to PDF prior to uploading.
Each individual file must be less than 10 MB.
Plans/Drawings:
All drawings/plans must be submitted and uploaded in landscape format in the horizontal position and each sheet must be a different file.
All project plans/drawings must be uploaded as individual drawing sheets with specific sheet naming convention such as A1.0 Cover Sheet, E1.0 Electrical One Line, P1.0 Plumbing Schematic, M1.0 Mechanical Layout, or at least some type of indicator of what the drawing contains.
No hidden layers, hidden comments, or blank/empty comment fields should be included. Plans with these elements require manual workarounds and result in increased processing time.
Drawing resubmittals must use the EXACT same file name as the original.
All plans/drawings must be drawn to scale, and each sheet should state the scale.
Upload plans/drawings (to include building/structural, electrical, energy, mechanical and plumbing) into project Drawings folder.
Plans and structural calculations must be prepared and sealed by a State of Idaho licensed design professional.
Documents:
Upload all documents (any non-drawing files, completed submittal checklists, site photos, truss calculations, structural calculations, geo-technical reports, etc.) into the projects Documents folder.
Upload all non-drawing files such as structural and truss calculations, geo-technical reports, etc., with the appropriate naming convention in separate set format in the projects Documents folder.
Calculations, reports, and other supporting documents (non-drawing files) must be uploaded as searchable PDF files or legible scanned documents.
Final Step:
After all pertinent project information has been uploaded correctly, the applicant must accept and complete the Applicant Upload Workflow Task. Please note that plan review CANNOT begin until the applicant completes this final task.
Submittal File Naming Requirements:
File naming standards allow for easy identification of drawings by naming convention.
Drawing file name must include the first characters of the discipline name followed by the sheet number and name.
The sheet name must clearly indicate the information found on the page.
Plans/Drawings for RESUBMITTAL:
Drawing and document resubmittals MUST use the EXACT same file name as the original.
Drawing resubmittals must have appropriate stamp, signature and seal as applicable.