



# ELECTRONIC PLAN SUBMITTAL

## File Type and Submittal Standards

BUILDING DIVISION

### **PURPOSE**

In an effort to reduce paper waste, mailing costs and delays, and the expense and inconvenience of printing multiple copies of construction documents required for a building permit application, the City of Madera has developed an Electronic Plan Check Program (EPC). On December 19, 2024, our Building Department at City of Madera started asking building permit applicants that **Instead of sets of** construction plans, application and support documents on **paper** you now have to **submit** the same materials as **PDF files** for the electronic plan review process.

The guidelines below have been prepared to standardize the format of the files and the way they are being submitted.

**Note 1:** All electronic permit applications, plans and supplementary documents shall be in PDF format and submitted in one of the following ways:

- Submit documents in a non-returnable flash drive in person at our Front Counter between the hours of 9AM to 4PM.
- Submit documents through a DropBox. Upload your files to your own DropBox and email a link to our Front Counter.
- If the PDF files are small enough to be emailed, or if you are applying for an Over-The-Counter Permit, you can email the permit application, plans and supplementary documents through an email.
  - For Over-the-Counter Permits: [overthecounterpermits@madera.gov](mailto:overthecounterpermits@madera.gov)
  - For Plot Plan Permits: [plotplanpermits@madera.gov](mailto:plotplanpermits@madera.gov)
  - For Solar (PV) Permits: [pvplanpermits@madera.gov](mailto:pvplanpermits@madera.gov)
  - For Other Permits please contact the Front Counter
    - Isabel Escobar: (559) 661-5441, [iescobar@madera.gov](mailto:iescobar@madera.gov)
    - Stephanie Escobedo: (559) 661-5085, [sescobedo@madera.gov](mailto:sescobedo@madera.gov)

**Note 2:** All Electronic Plan submittals go through the same standard review process as hardcopy submittals. Submitting an Electronic Plan does not constitute an expedited review.

**Note 3:** Questions about any of the information contained in this document may be directed to Building Division staff at (559) 661-5441 & (559) 661-5085.



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### **PDF FILE FORMATTING STANDARDS**

All PDF files shall comply with the following standards to ensure they are as small as possible, and compatible with the City's process. Any deviation from the standards contained in these instructions may result in a delay in the processing of your application.

#### **1. File format:**

- All digital documents shall be in Portable Document Format (PDF)
- Plans should have **no layers**, and it is recommended that the plans be **flattened** to reduce the file size before submittal.
- PDF Portfolios shall not be used as part of your submittal package.
- PLANS files shall be first generation vector-based PDF's which have been directly converted from the computer aided drafting (CAD) applications (e.g. AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created. Scanned plans shall be saved as PDF format.

#### **2. Security:**

- PDF document security settings must allow staff to mark up the PDF file and create comments. No electronic signatures should be used on forms or drawings. Electronic signatures restrict security settings. Licensed professional stamps should be digital stamps produced through Annotations or Drawing Markup tools.

#### **3. Page Size and Orientation:**

- All plans within each pdf file shall have the same page size.
- All plans must be oriented so the top of the page is always at the top of the monitor and set to landscape.
- A north arrow must be provided on all plans.
- All supplemental information must be oriented so the top of the page is always at the top of the monitor in either portrait or landscape format based on the supporting documents provided.
- All plans within each pdf file shall be architect scaled. Example  $\frac{1}{4}'' = 1 \text{ ft}$ .
- Offsite Civil plans need to be Engineering Scale. Example  $1'' = 100 \text{ ft}$
- All supplemental information must be sized at 8-1/2" x 11" or 11"x 17". Documents must be oriented just the same as if the submittal was with paper. Electronic submittal documents may be rejected if incomplete or not properly oriented.

#### **4. File Size:**

- The PDF file may be up to 1GB in size. Also bear in mind that having a reliable high-speed internet connection becomes increasingly important as file sizes increase.

#### **5. File Naming Convention:**

- Please clearly name the PDF files. Add a date at the end of each file name when submitting or resubmitting. That way the date can be used to differentiate the newly resubmitted files from the previously submitted files. For example:



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For the Initial Plan Submittal: The Building Plans should be named using the following format:  
**ADDRESS-TYPE OF JOB-BPLANS-DATE**

**For example: 123 MAIN ST.-TI-BPLANS-20250531**

For the Resubmittal: The Building Plans should be named using the following format:  
**ADDRESS-TYPE OF JOB-BPLANS-DATE**

**For example: 123 MAIN ST.-TI-BPLANS-20250625**

### **INITIAL PLAN SUBMITTAL REQUIREMENTS**

The materials required for plan review and approval **are the same as for** paper submittals. The electronic process simply involves a **PDF** file submission instead of paper.

**Note:** Our Planning Division must determine if the proposed work is consistent with zoning and design requirements, and must clear a project prior to submitting to the Building Division for plan review. It is the Applicant's sole responsibility to directly coordinate with our Planning Division to ensure full compliance with their conditions of approval. Please contact our Planning Division at (559) 661-5432 if you have any questions on how to obtain Planning clearance and Planning approval.

The submittal package should have the following PDF files, which should be named according to the naming standards outlined under the section below and item #5 under the "**PDF FILE FORMATTING STANDARDS**" above:

#### **PDF file #1: Application (APP) (1 PDF file). As needed:**

- Building Permit Application.
- Authorized Agent for Property Owner Form. (if applicable)
- Owner Builder Declaration. (if applicable)

#### **PDF file #2: Building Plans (BPLANS) (1 PDF file):**

See the "**Minimum Submittal Requirements**" document for information about what needs to be included in a complete set of plans.

- This file shall include a Site Plan, all Architectural Plans (Floor Plan, Exterior Elevations, Building Cross Sections, Roof Plan), Mechanical Plan, Plumbing Plan, Electrical Plan, and if required, all Engineered Structural Plans (Foundation Plan, Shear wall layout, Roof Framing Plan, Floor Framing Plan). Solar (PV) Plans, Fire Sprinkler Plans and



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T24/ Energy Compliance documents should also be included as plan sheets.

- *Further information can be obtained by calling the Building Division at (559) 661-5441.*
- All required **civil engineering plans** and **calculations** shall be prepared by a registered civil engineer, and *must be submitted as part of the Building Permit Submittal plan set*. Any elevations shown on plans required for the subject development shall be based on the official City of Madera datum. All public improvements shall be on 24" x 36" sheets, in a plan/profile format at a scale of 1"=50' or larger. Private on-site improvements may be plan-view only format and may be on sheet sizes consistent with the rest of the on-site construction plans.
  - *Further information can be obtained by calling the Engineering Division at (559) 661-5451.*
- **Automatic fire sprinklers, fire alarms, hood suppression systems, etc.:** *All calculations, and manufacturer specification sheets must be submitted concurrent with the fire protection systems plans as part of the Building Permit Submittal plan set.*
  - *Further information can be obtained by calling the Building Division at (559) 661-5441.*

**Note 1:** Unsigned stamps from the Architect and/or Engineer will be allowed for the **Initial Plan Submittal**. However, if this option is exercised it will be impossible for **Initial Plan Submittal** plans to be accepted for issuance. Beginning with the **Resubmittals**, all design professional stamps must be signed. Keep in mind the method used for signing plans should allow for the PDF file to be flattened without layers and should not have any security settings prohibiting City staff from marking up the plans.

#### **PDF file #3: Supplemental (SUPP) (1 PDF file):**

The supplemental information shall contain all the required support documents. The following is a list of some common support documents which would be included in the supplemental files. Not all of these documents are required for every project. The scope of the project dictates their need:

#### Structural Calculations:

- These PDFs will contain all of the engineered structural calculations,
- soils/geotechnical reports,
- special inspection forms stamped and signed.

#### Truss Calculations:

- This file contains the Manufactured Truss Specifications,
- The truss specifications shall have the Engineer of Record stamp and signature.



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### Miscellaneous:

- This file shall include Manufacturer Specifications of appliances, project manuals, flood certifications & technical specifications, ESR or testing reports for proposed alternate materials or assemblies. This file shall also include the registered T24/Energy Calculations, and the Fire Sprinkler Hydraulic Calculation Reports.

### **RESUBMITTAL REQUIREMENTS**

**Response Letter:** After each cycle of plan review, each division's (Building, Planning, Fire and Engineering) plan reviewer will either approve the submitted PLANS and SUPP in their current form, or they will mark up the plans as needed adding any comments or questions directly on the plan sheets detailing areas of your APP, BPLANS or SUPP files which require revision and resubmission. When resubmitting plans revised to satisfy plan review comments, the plans must be accompanied by a plan review **Response Letter** addressing each correction comment. All alterations must be clouded and delta'd on any and all of the impacted plan sheets, and the revised plans shall be in the same format and scale as the original submission.

Accompanying this Response Letter should be a copy of the Building Permit Application. Make sure to reflect any changes to the information on the application, or any proposed changes to the initial scope of work. Note that without the Building Permit Application (revised or not) your cycle 2 and beyond resubmittal packages cannot be accepted.

The **REPLY** PDF file shall include the Response Letter and the Building Permit Application. In most cases, this **REPLY** PDF file will take the place of the **APP** file which was submitted in the first cycle. **This makes it possible for there to be four PDF files each cycle after the first:**

- **PDF file #1: Plan Review Resubmittal Package**
  - Application (APP). A copy of the Building Permit Application (revised or not). Make sure to reflect any proposed changes to the information on the application, or any proposed changes to the initial scope of work.
- **PDF file #2: Building Plans (BPLANS). Only resubmit complete corrected PLAN files.**
- **PDF file #3: Supplemental (SUPP). Only resubmit complete corrected SUPP files.**
- **PDF file #4: Reply files (REPLY) (1 PDF file). As needed for resubmittal:**
  - Response Letter