General Standards for Plans and Drawings

Updated November 12, 2019

This Tip provides the general standards for electronic plans and drawings. Use the following guidelines to prepare them.

General Submittal Requirements

To submit your drawings electronically, you will need to set up an account in the Seattle Services Portal. If you need help setting up an account, you can visit the Applicant Services Center on the 20th floor of the Seattle Municipal Tower at 700 5th Avenue. You can also call us at (206) 684-8850 or visit our website at **www.seattle.gov/sdci**.

PDF Formatting Requirements

PDFs are the industry standard for electronic plans. SDCI only accepts PDF files for plan review. Your PDF files must be properly formatted by following the guidelines in this tip. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

- **File Format:** PDF
- **Maximum File Size:** 500 MB
- **Format:** Vector preferred
- **Resolution:** 300 ppi
- **Grouping:** Multiple sheets within a single PDF document
- **Minimum Sheet Size (for plan sets):** 11” x 17”
- **Minimum Font Size:** 10 pt
- **Color:** Black on white preferred

When preparing your documents for submittal:

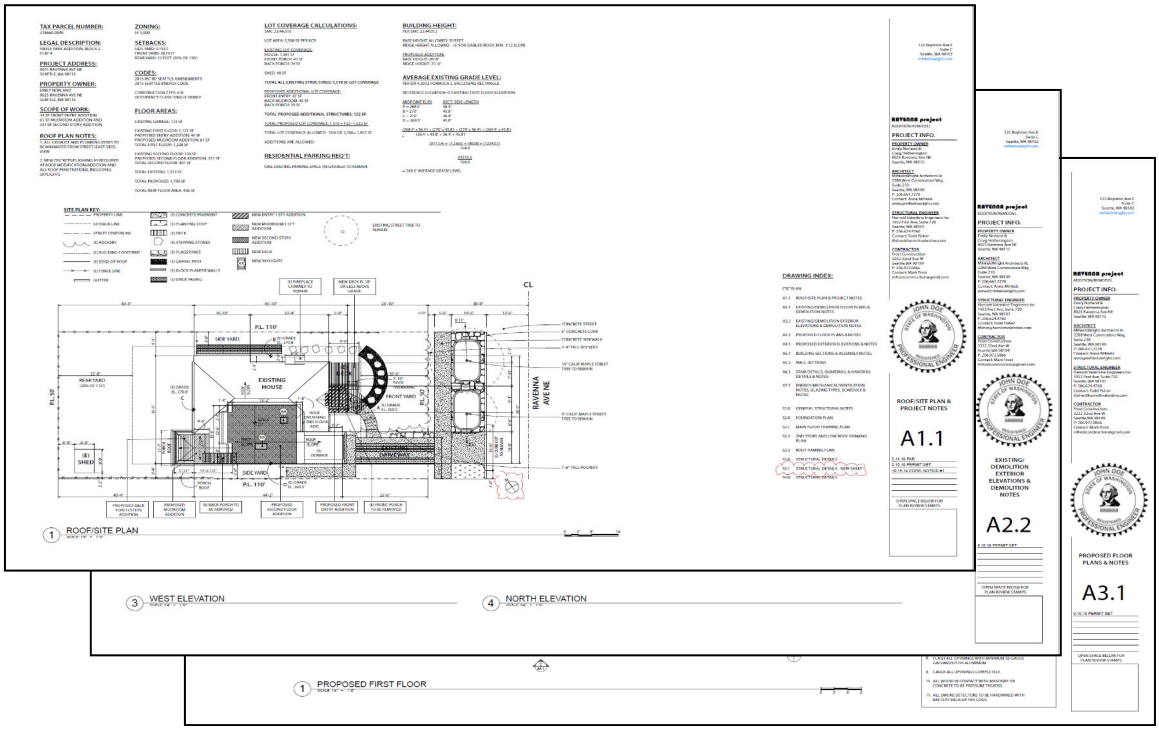
- Retain bookmarks when preparing your plan set PDF’s in AutoCad, Adobe, BlueBeam, etc.. These often speed up your plan review.
- All documents must be flattened and full-size. Flatten out objects and markups (especially when combining PDF’s from consultants who may not have flattened their own work). Check that your flattened PDF’s have successfully removed ACAD.SHX and other objects in Adobe acrobat’s Tools>Comments view.
- Files must be unprotected and unlocked.
- We do not accept Zip files.

Plan Set Requirements

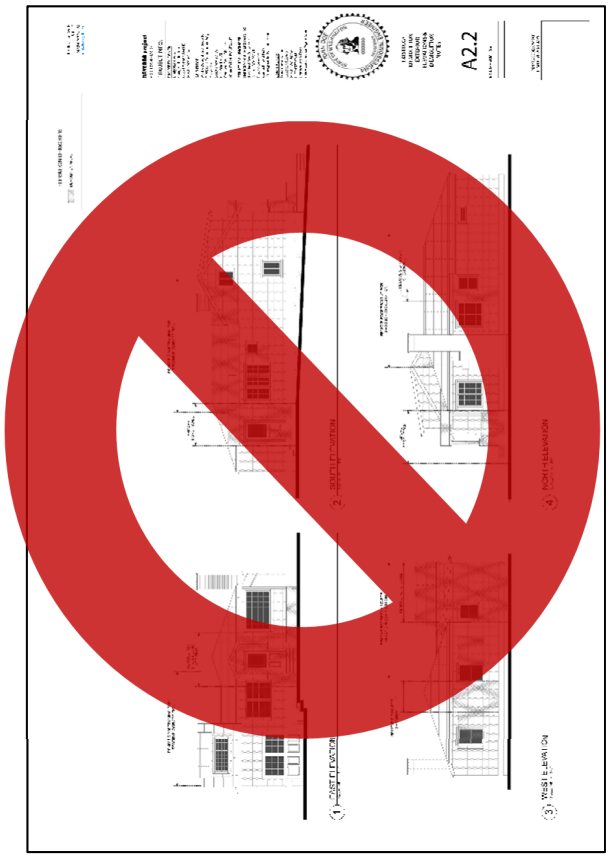
Your plans sets must meet the following requirements:

- Scalable with the scale clearly specified and graphically depicted. Minimum scale for single-family, duplex, townhouses, small multifamily, and small commercial projects is ¼”=1’. Minimum scale of floor plans, exterior elevations, and building sections for large multifamily and large non-residential projects is 1/8”=1’ when unit plans, core plans, and detail plans are provided at a minimum scale of ¼”=1’. Note: In certain cases, we may allow you to use a smaller scale.
- Clearly denote the paper sheet size.
- Supporting information shall be separate, individual, PDF files.
- Rotate your plans so they are easily viewable. Do not mismatch sheet sizes or orientation throughout the set.
- Space for approval stamps should be in the same location on each sheet.
  - The space can be in your title block or in the drawing space, but the lower right corner is preferred.
  - The space should be approximately 4.5” wide and 1” tall, or 2.5” wide x 2.5” tall (or rotated 90 degrees).

All plan sheets should be saved together as one single .pdf document.

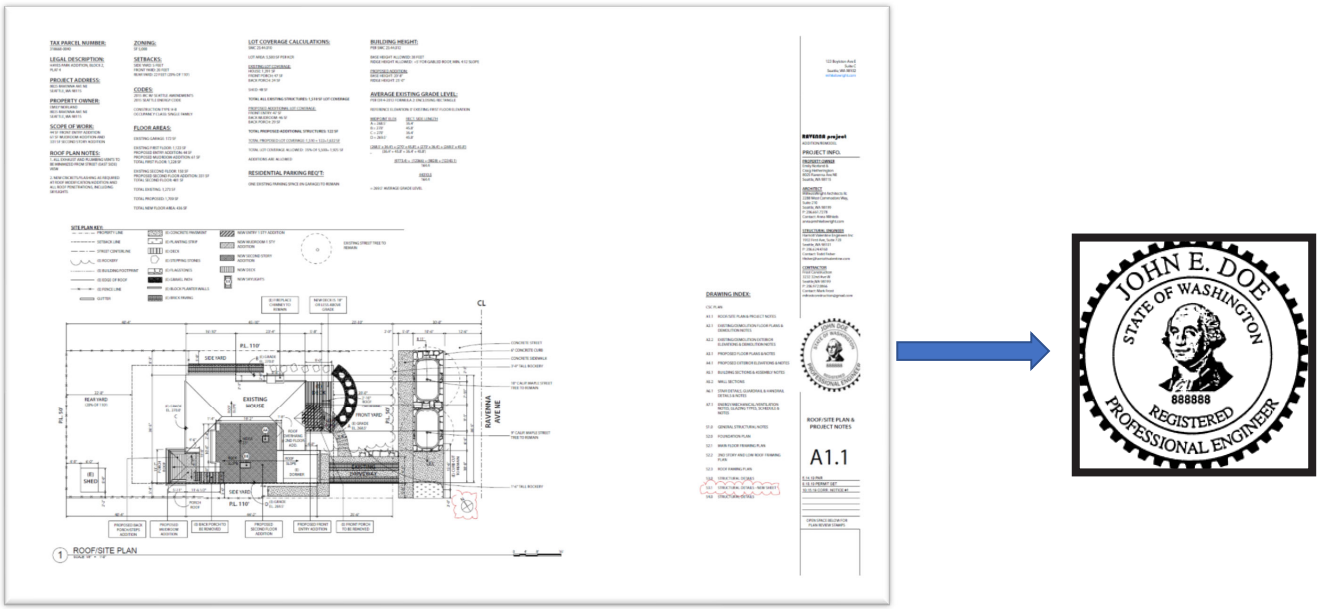


When saving pdf files, plans should be rotated to be easily visible. Please avoid this type of error:



LEGAL DISCLAIMER: *This Tip should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this Tip.*

Necessary certifications/signatures must be included, as illustrated in the following correct image.



Document File Naming Guidelines

The file name you give each document must meet certain standards for the upload to be accepted by our system.

- Document file name may not exceed 200 characters, including the period and suffix.
- Do not use any of these invalid characters in a document file name: * : < > ? / \ | ~ " # % & * : < > ? / \ { | }.
- You cannot upload a document file name more than once on a record.

File Type Naming Requirements

File type names shall clearly denote as to their contents. Examples:

- Plan sets
- Plan Set - Land Use (for MUPs)
- Hydraulic Calculations
- Seismic Bracing Calculations
- Equipment Submittals
- Flow Test Data
- Battery Calculations
- SEPA Checklist
- Design Review Proposal

Do not label a plan set as Approved Plan Set. This is a reserved name and file type for City Department purposes. Use the description box to provide clarification if needed.

Printing Approved Plan Set for the Jobsite

An approved/stamped paper copy of the full plan set, approved coversheet, and permit must still be maintained at the job site for City inspectors to review. After the plans have been approved by the City and you have paid all relevant permit fees, you will be able to download the approved/stamp plan set and print it.

The approved, printed plan set at the job site must be legible and contrastable.

Related Resources

More detailed application, guidance, checklists, and standards are available online at **www.seattle.gov/sdci/permits** or from our Applicant Services Center, 20th floor, Seattle Municipal Tower, 700 Fifth Ave., (206) 684-8850.

Access to Information

Links to electronic versions of SDCI **Tips, Director's Rules**, and **Forms** are available on the "Tools & Resources" page of our website at **www.seattle.gov/sdci**. Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.

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