

801 – 228<sup>th</sup> Avenue SE · Sammamish, WA 98075 · Phone: 425-295-0500 · Fax: 425-295-0600 · web: [www.sammamish.us](http://www.sammamish.us)

### **CITY OF SAMMAMISH - MINIMUM PDF SUBMISSION REQUIREMENTS:**

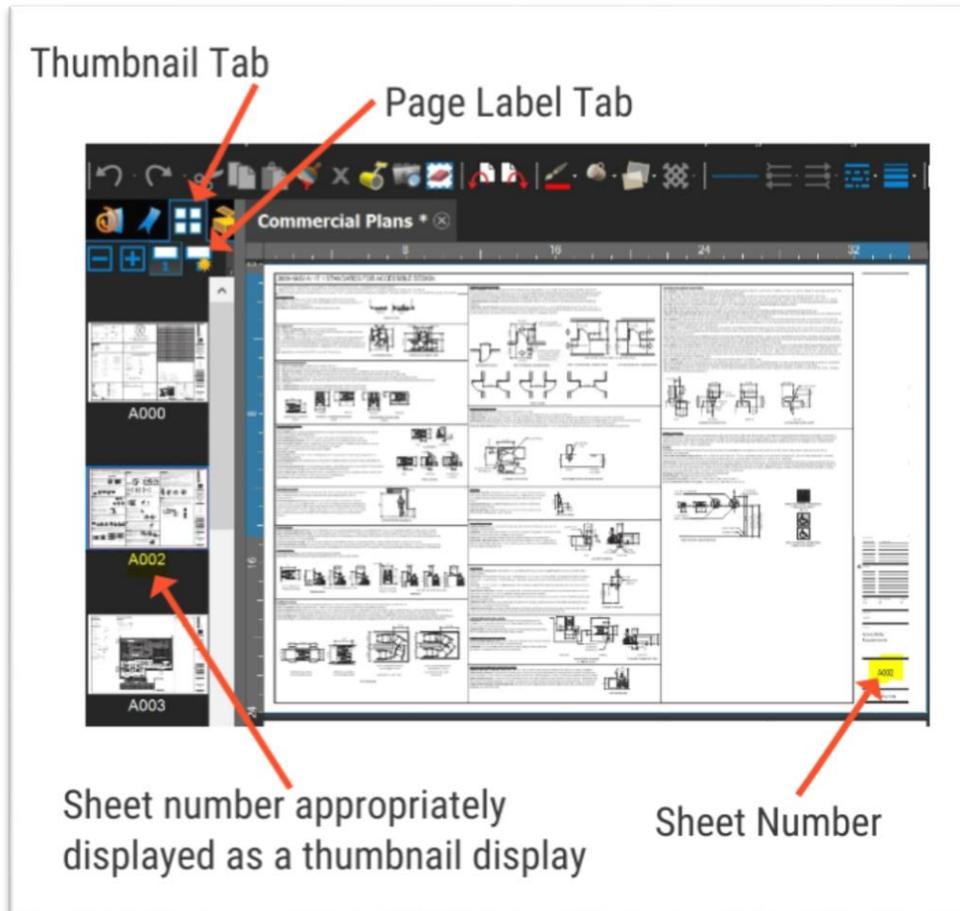
All electronic file submissions MUST comply with the minimum following requirements. Submittals that are not compliant will not be accepted.

#### **ELECTRONIC PLAN & APPLICATION REQUIREMENTS:**

- You must save documents in a “Vector” as opposed to a “Raster” format.
- All electronic documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 2018.009.20044 or earlier.
- Electronic documents submitted to the City of Sammamish for plan review and permit issuance must be provided in a format that allows the City to make code comments during review and to prepare them for permit issuance. In accordance with SMC 16.20.225, documents submitted in any manner that prevents the City from completing the review and permit issuance process, including but not limited to submitting documents that are locked, may result in additional review time, permitting delays, and/or cancelation of the permit application if the problem is not resolved by the applicant in a timely manner. Please refer to Chapters 18.43 and 18.210 RCW and Chapters 196-23 and 196-33 WAC for Washington State laws governing electronic documents. An interpretative guideline from the Board of Registration for Professional Engineers and Land Surveyors can be found at <http://www.dol.wa.gov/business/engineerslandsurveyors/docs/eDocsInterpretiveGuideline.pdf>. These laws and requirements are subject to change and the submitting parties are responsible for keeping apprised of any such changes.

#### **DRAWING REQUIREMENTS FOR ELECTRONIC SUBMISSIONS:**

- All sheets shall be ***oriented so the top of the page is always at the top of the computer monitor***. Site & Architectural Plan sheets should be set to landscape.
- ***Each plan set shall have all pages labelled***. The label should note the sheet number of each sheet (see example below – highlighted “Sheet A002”).



- In Bluebeam: You label the sheets by clicking on the Thumbnails tab and then the page label tab beneath it. Select “page region”. Then enclose the sheet number with the rectangle provided. The sample below depicts a properly labelled sheet. Do a Bluebeam search or contact us if you are unsure of how to create page labels.
- In Adobe Acrobat: In the top menu, select View> Show/Hide> Navigation Panes> Bookmarks. When labeling bookmarks, please include the individual sheet numbers/identifiers only; do not include the sheet description. For procedure enter “create and edit bookmarks” in the Help feature of Adobe Reader and Adobe Acrobat. (Note Page Thumbnails do not currently have an image capture function to perform labeling of most plan sheets which contain complex numbering systems, i.e. S2.41B, etc.)
- Provide a title block or space on **each sheet, near the right edge of sheet** that shall include **a 3” x 5” space** for placement of the City’s approval stamps. This space must be provided at the **same location on each plan sheet**. This means that Architectural and Engineering submittals must be **coordinated** with the same blank space locations on each sheet.
- Building plans shall be fully dimensioned. This shall include, but not be limited to, framing plans.

- All text shall be easily readable when set to print. Clarity must be equivalent or better than Arial, Gill Sans or Tahoma with a font size of 10pt.
- PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. It is recommended that scanning be done at a minimum of 150dpi and a maximum of 300dpi to balance legibility and file size.
- Ensure that any prior markups by others are either filtered out or incorporated into the plans as fixed content. The plans must be clean so that we can render mark-ups that are uniquely recognizable as jurisdictional requirements or queries.

***Please note that by following the above minimum requirements you will help to ensure a speedy and resource-efficient review and approval process for all involved. Thank you!***