

1. When you click on a folder, there will be an “Upload Files” button to select.
2. Browse your directory to select drawing files to upload. Select file and click “Open”.
3. After you have selected your files, click “Upload Now” button.

File Type Standards

Only searchable PDF files are accepted for calculations, reports and other supporting documentation (non-drawing files and reference drawings only).

Design Web Format (DWF) files is the only acceptable drawing file form for the E-Plan.

ProjectDox®: Permit Drawings - Naming Conventions & File Formats

Sheet No.	File Submission Reference Folder	File Format
0	Test DWF Drawings	DWF
1	Reference Drawings	DWF
2	Part II Drawings	DWF
3	OUC Drawings	DWF
4	Cover Sheet	PDF
A	Architectural	DWF
B	Geotechnical	DWF
C	Civil	DWF
CS	Civil - Stormwater Management Calculations	DWF or PDF
E	Electrical	DWF
F	Fire Prevention	DWF
L	Landscape	DWF
M	Mechanical	DWF
MS	Mechanical - Mechanical Schedules	DWF or PDF
MR	Mechanical - Refrigeration Schedules	DWF or PDF
P	Plumbing	DWF
PE	Plumbing Equipment Schedules	DWF or PDF
Q	Equipment	DWF
S	Structural	DWF
SC	Structural Calculations	DWF or PDF
SU	Surveys	DWF
T	Telecommunications	DWF
Z	Contractor Shop Drawings	DWF

Files must be 2D DWF file print ready, i.e. setup properly for printing with title block, no extra data outside the print page area, etc. The DWF must be saved as Auto CAD version 10 or lower format. ProjectDox does not support 3D DWF files.

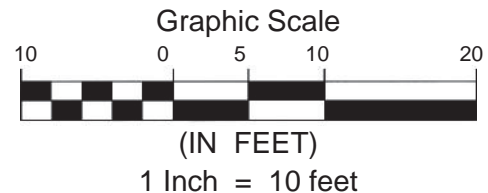


Border Standards

A 3" X 3" area must be reserved at the **top right** corner of **ALL** drawings for the **DOB APPROVAL STAMPS**. Please leave the top right corner completely blank on all drawings (with exception of the border). This is applicable to all sheet sizes.

Graphic Scale

- Each sheet must have a typical graphic scale as shown in the image to the right.
- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- All plans must be drawn to scale.



Drawing Format

The DOB requires that Applicants provide their drawing files in the **DWF file format**. AutoCAD users may create DWFs using the DWF6 ePlot.pc3 Plot Settings Configuration file. Users of other design software may use the free Autodesk DWF Writer available from www.autodesk.com.

NOTE: Any drawing files that are submitted in alternative formats (e.g., DWGs, etc.) will be returned to the customer. The review process cannot begin until the drawing files are submitted in the requested (DWF) format.

All drawing files must meet the following standards:

- Single sheet per file.
- File name = Sheet Number_Sheet Name_DOB Project Number or Application Number
 - Example: A1_1 First Floor Plan_ DXXXXX-XX/100XXXXX.dwf
- Include "REFERENCE" in the file name if the drawing is not for permit.
 - Example: A1_5th Floor Plan REFERENCE DXXXXX-XX.dwf
- Files must be monochrome with white background (print-ready).
- File names **MUST NOT EXCEED 70** characters in length.
- Units and scale must be properly set (and included on every drawing sheet).
- Professional of record electronic stamp must be on every drawing (if not for reference).
- DO NOT submit rendering for code review.

