

## Submittal File Standards

### Plans and Supporting Documents:

For plans and supporting documentation to be considered acceptable, the following electronic submittal requirements must be met:

- All plans must be submitted in unprotected PDF format. PDF document security settings must allow staff to mark up the PDF file and create comments.
- Plans must be submitted in a workbook style, not as a zipped folder.
- Multiple pages must be submitted as a single, combined, multi-page PDF file. If, for example, a plan set includes five (5) pages, then all five (5) pages must be submitted as a combined PDF file and not uploaded as five (5) individual pages.
- The following list indicates plan sheet sizes that can be submitted electronically.

8 ½" x 11"      36" x 48"      24" x 36"  
 11" x 17"      30" x 42"

- PDF file names must meet the File Naming Convention outlined below.

**Note:** Resubmittals should be submitted using the same (exact) filename as the original submittal filename.

### File Naming Convention

Plans, Maps, Technical, or Supporting Document	File Name
Site Plan	Site_Plan.pdf
Construction Plans	Construction_Plans.pdf
Architectural/Structural Plans	Architectural_Plan Structural_Plan.pdf
Manufacturer's Specifications	Manufacturers_Specifications.pdf
Trade Plans	Electrical_Plans.pdf Mechanical_Plans.pdf Plumbing_Plans.pdf
Fire Plans	Fire_Plan.pdf
Fire Shop Drawings	Fire_Shop_Drawing.pdf
Emergency Responder Radio Cover System Plan	ERRCS_Plan
Emergency Management Retransmission Authorization Form	EM_Retransmission.pdf
Floor Plan	Floor_Plan.pdf
Landscape Plan	Landscaping_Plan.pdf
Appointment of Lien Agent	Lien_Agent.pdf
Cape Fear Public Utility Release	CFPUA_Release.pdf
Electrical Prior Cut on Agreement	Prior_Cut on_Agreement.pdf
Commercial Pool Equipment Specifications	Equipment_Specs_Sheet.pdf
Pool Drain Safety Compliance Form	Pool_Drain_Compliance_Form.pdf
Public Swimming Pool Data Sheet	Swimming_Pool_Data_Sheet.pdf
NC ABC Commission Inspection/Zoning Compliance Form	ALE_Compliance_Form.pdf
Fire Flame Propagation Certificate	Flame_Propagation_Cert.pdf

## Building Plans – Additional Submittal Requirements

### Residential

- Building plans should be submitted as a workbook to include all architectural, structural, foundation, elevation, electrical, mechanical, and plumbing files.

### Commercial

- Multi-page plan sets submitted as part of the same project can be submitted as a combined workbook or be separated from one another by category/trade discipline according to the following;
  - Complete Building Plan (Building, Electrical, etc.)
  - Architectural
  - Civil
  - Structural
  - Mechanical
  - Electrical
  - Plumbing
  - Pool Plans
  - Any other trade/category not listed above

## Submitting Resubmittals and Revisions

Typically, revised files are one of two types: (1) required ‘**Resubmittals**,’ or (2) ‘**Revisions**’ to previously issued Building permits. Each has different file naming requirements, as noted below:

- For required ‘Resubmittals’: If plans or supporting documentation were disapproved during plan review, those plans/documents must be resubmitted. **Use the same filename as the original submittal.** Do not change the filename when submitting a new ‘version’ of your plans or supporting documents – the system tracks versioning automatically.
  - A resubmittal/revision form must be submitted with plans. o Resubmitted plans will not be accepted until all departments or agencies complete the current review. Any plans uploaded while a review is in progress will be deleted.
  - Resubmitted plans should be submitted as a complete set for each trades affected by the changes. o The old pages removed, with new pages inserted in the same order as the original.
  - Changes are to be clouded, and delta marked Δ #1 and noted in the sidebar.
- For ‘Revisions’ to previously approved documents for *issued* Building permits: **Add ‘REV#’ to the end of the filename** for the submitted revision, where the ‘#’ represents the sequence of submitted revisions.

**Important!** For a required resubmittal, rearranging, extracting, or inserting pages out of order will result in delays in completing your plan review.

File name illustration:

Original Submission	Resubmittal	Revised Plans after Permit Issuance
File Name	File Name	File Name and Revision Number
Structural_Plan.pdf	Structural_Plan.pdf	Structural_Plan_Rev#.pdf
Architectural_Plan.pdf	Architectural_Plan.pdf	Architectural_Plan_Rev#.pdf
Pool_Plan.pdf	Pool_Plan.pdf	Pool_Plan_Rev#.pdf
Site_Plan.pdf	Site_Plan.pdf	Site_Plan_Rev#.pdf