

**Community Development Department
Development Services Division**

31 E. Fifth Street
Tempe, AZ 85281
Phone: (480) 350-4311
Fax: (480) 350-8677



Electronic Plan (E-Plan) Review Submittal Guidelines

The City of Tempe allows plans to be submitted electronically at this time with prior approval from the Building Official. The following guidelines shall be followed to ensure a complete and accurate review within our projected timeframes.

NOTE: Submittals will be returned if any combination of these submittal guidelines is not met.

Method of Submittal:

At this time, plans submitted electronically to the city shall be submitted on a USB Memory stick or USB Flash drive. If redlines are returned they will be on the USB Memory stick or USB Flash drive.

E- Plan Document Protocols

Complete Sets and Documents:

- All plan sets shall be complete and include all documents stated in the Commercial Project Checklists and/or Residential Project Checklists: <http://www.tempe.gov/city-hall/community-development/development-services/applications-forms>
- Please do not include any irrelevant documents in your plan sets (i.e. Submittal Checklists).

Page & File Orientation:

- When converted to Portable Document Format (PDF), the plan sheets shall be saved in the horizontal (landscape) position, so the top of the page is always at the top of the computer monitor. Non-plan sheets (calculations, soils reports, manufacturer cut sheets, etc.) that are 8.5" x 11" shall be saved in a vertical (portrait) position.
- Each plan sheet of the submittal shall be provided with a blank rectangular space for City of Tempe use located within or adjacent to the plan sheet title bar with the minimum dimensions of 3-1/2 inches by 2 inches. The blank rectangular space shall be placed in the exact same location and orientation on every sheet of the plan set. **Exception:** Civil plans shall follow the City's Engineering Division design criteria.

Size of Prints:

- Architectural, electrical, mechanical, plumbing, structural, fire and landscaping plans shall be 24"x36" or larger format. Except for civil plan sheets, all plan sheets within the plan set shall be the same size.
- Civil plans shall not be any larger than 24"x36" format.

File Format and Size:

- The documents shall be submitted in an Adobe Portable Document Format (PDF) compatible with Adobe Acrobat X10 Professional.

- PDF's shall be first generation vector based file (direct conversion from AutoCAD, ArchiCAD, MS Word, etc.).
- All PDF documents shall have security settings set to "Allowed" in order to allow plan reviewers to place comments on plans through Bluebeam Studio.
- Submit plan sheets as separate PDF files within a file folder. Folders shall be named to indicate the folder contents. Example: Civil, Landscape, Architectural, Structural, Mechanical, Plumbing, Electrical, etc.
- Structural calculations, soils report, specifications books, other similar documents or other informational documents shall each be submitted as a separate single, multi-page file or each sheet as a separate PDF file within a file folder - not as individual sheets. There would be one structural calculation PDF file folder, one soils report PDF file folder, etc. Each file folder shall be named to indicate what the folder contains such as Structural Calculations, Soils Report, etc.
- All sheet file names shall match or include the sheet number shown on the respective sheet title block and plan sheet index. The file name can also include a brief description of the plan sheet such as Title sheet, Floor plan, RCP, etc.
- Where two of the same types of design professionals provide plan sheets for different portions of a project, each design professional shall have a unique letter designation so there are no duplicate sheet numbers or file names.
- Alternative sheet labeling may be allowed with prior approval from the Plan Review Manager or Building Official.
- Corrected plan sheets submitted for second or subsequent reviews shall use their respective original file name.