



Building Application Submission Standards

To expedite the plan review process, all submissions and resubmissions should be made through the [ePermitting portal \(buildingpermits.oregon.gov\)](http://buildingpermits.oregon.gov). Reference material on how to use this website can be found here: www.oregon.gov/bcd/epermitting/howto/Pages/index.aspx. Other submittal options can be accommodated if needed by visiting springfield-or.gov, or by calling or visiting the Development Center.

Submission File Format Requirements:

- Submissions should be submitted as PDF files to support the long-term archive and retrieval of plans and the supporting documents. Other file types such as native office, image, and CAD formats in extenuating circumstances.
- Submitting vector files is recommended and will increase staff ability to quickly review your plans.
- All text in submitted PDF files should be searchable.
- PDF files must NOT require a password in order to view or to restrict the PDF permissions within the file.
- PDF Packages / Portfolios are not accepted.

File Naming Standards:

- The file names of Plans and Supporting Documents should describe the file contents and include the submission order number, for example **Architectural Plan Set – Rev001.pdf**.
- The same file name should be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – Rev002.pdf**.

Plan Sheet Numbering Standards:

- PDF files containing **Plan / Drawing Sheets** should contain a PDF bookmark for each sheet, that contains the **Sheet Reference Number** and optionally a **Sheet Title**, for example **A1.0 LOWER FLOOR**.
- **Plan Sheet Reference Numbers** should be unique within a **Case**, two different drawing sheets should not have the same **Sheet Reference Number**.
- **Plan Sheets** should be correctly orientated in the PDF submission file, to allow the Sheets to be viewed without needing to rotate the sheet, typically Landscape.
- If **Plans** need to be revised and resubmitted, exactly the same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet.
- Plans should be generated to a fixed scale, for example ¼" to 1', 1/8" to 1', 1cm to 1m

Supporting Document Standards:

- Supporting documents should be submitted as separate files and not combined as part of a plan sheets submission file
- Documents that contain multiple pages, for example Structural Calculations, should be submitted as a single, multi-page file.
- Different categories of supporting documents should be submitted as separate files, for example Structural Calculations, Engineering Calculations, FEMA, CEQA
- Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait

Resubmittal:

- The same file name should be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – Rev002.pdf**.
- If **Plans** need to be revised and resubmitted, exactly the same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet.
- Resubmitted plans should use the same file format as the previous submission, for example PDF, each sheet should be the same page size, page orientation and drawing scale as the previous submission.
- Resubmittals should be made through the [ePermitting portal \(buildingpermits.oregon.gov\)](http://buildingpermits.oregon.gov) by searching for your permit, selecting the Documents Upload view, and then the Actions drop down, then selecting Resubmit.

Example Level 1 Discipline / Trade Sheet Reference Prefix:

Discipline / Trade	Sheet Reference Prefix
Architectural	A
Civil	C
Demolition	D
Electrical	E
Fire	F
General	G
Landscape	L
Mechanical	M
Plumbing	P
Structural	S
Zoning	Z