

## Electronic Plan Review (ePlan) Submittal Guidelines

- 4" x 4" clear stamp area in upper right quadrant of ALL sheets
- Searchable vector PDFs or DWF drawing files
- One plan sheet per digital file
- Landscape orientation
- File name to identify discipline and match sheet index name and sort order
- Corrected sheets must be named exactly as the original sheet

### PLAN SHEET STAMPING AREA

All sheets must have a 4" x 4" clear area in the upper right quadrant of the sheet for the City of Minneapolis electronic approval stamp.

### PLAN SHEET FILE FORMAT STANDARDS

Plans must be submitted in a searchable vector PDF format (non-scanned) or as a DWF file. Each plan sheet must be uploaded as a single file. Files must be landscape orientation, monochrome with white background and print ready. DWF files must be AutoCAD version 10 or lower and cannot be 3D.

### FILE NAMING

Plan file names and sort order **must** match the sheet index. ePlan software sorts numeric to alpha. To ensure proper sorting, we require numbering the sheet before the name with 001, 002, 010, 011, 099, 100, etc. Example: 001-Cover Sheet, 002-Survey, 003-A1.0, 004-A2.0, ..., 008-C1.0, 009-S1.0, 010-S2.0, etc. **Corrected or revised submissions must use the EXACT same file name as the original submittal to ensure proper versioning of your files and to help expedite the review process.** The digital file name (e.g. A1.0) must match the plan sheet name to which it corresponds. If a new sheet needs to be inserted **between** sheets 010 and 011, it can be numbered 010A or 010.1.

### PLAN SHEET SIZE

The following list indicates plan sheet sizes that can be submitted electronically. (See individual plan checklists for additional sizing requirements).

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

### GRAPHIC SCALE

Each sheet must illustrate a typical graphic scale. If 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.

### UPLOADING FILES

"DRAWINGS FOLDER"	Should contain plan sheet drawings
"DOCUMENTS FOLDER"	Should contain all calculations, photos, checklists, and other supporting documents

**These guidelines are critical to ensuring your review is completed in a timely manner. Failure to follow the required guidelines will result in your plan submittal being rejected.**