

ePERMITHUB DOCUMENT STANDARDS

- All files must be in PDF format and compatible with Adobe, minimum 300 dpi resolution.
- File names must not exceed 100 characters and should **not** contain special characters.
- Plans and documents prepared by design professionals such as architects and engineers **must** be digitally signed and sealed.
- Include a table of contents, 'create bookmarks' in AutoCAD when exporting/publishing to the PDF. The Digital Plan Room will read the table of contents from the bookmarks and automatically generate the sheet number and sheet name for each plan page uploaded. If you do not include a table of contents/bookmarks you may need to manually enter the sheet title. Note: Plans prepared by licensed professionals and contractors **must** contain an information block that includes the name, license number, signature, contact information, and page numbering. Please see the National CAD Standard Guidelines for additional information.
- Digital signatures must be placed on the first page **only**. It is not necessary to sign each sheet.
- **Do not combine supporting documents in the same PDF file with any plan sheets.** Supporting documents will need to be uploaded as separate files.
- Any annotations in the PDF will be removed during the submission process.
- Supporting documentation that includes multiple pages **must** be named accordingly and submitted as a single, combined, multi-page PDF file, minimum 300 dpi resolution. If, for example, energy calculations containing multiple pages are submitted, then all pages must be submitted as a combined PDF file and not as individually uploaded pages. Multi-page supporting documents submitted as part of the same project must also be separated by category.
- Plans must be generated to scale (e.g., $\frac{1}{4}" = 1'$, $\frac{1}{8}" = 1'$ or 1:10).
- Plans must be set to **landscape orientation** with the page numbering at the lower right corner of each sheet.
- Plan files must be submitted with a cover/index page, including an index of sheets.
- Plan sheets must **not** include information for more than one review discipline (zoning, engineering, building, plumbing, mechanical electrical, etc.) **Mixing disciplines on the same sheets will create conflicts.**

Resubmittal Requirements

In the event plans and/or supporting documentation were disapproved during plan review and those plans/documents are required to be resubmitted, the following submittal requirements shall be observed:

- **Only submit the revised sheets.**
- All sheet names must remain the same on resubmitted documents. New sheets should be distinctly named to minimize conflicts.
- Corrections **must** be in the same format (PDF), scale, orientation, etc. as the original submittal(s) and adhere to the submittal requirements outlined within this document.

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