



# General Standards for Electronic Documents

Permit Center • 206-973-4750

## PDF Formatting Requirements

PDFs are the industry standard for electronic plans. City of SeaTac only accepts PDF files for plan review. Your PDF files must be properly formatted by following the guidelines in this tip. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

- File format: PDF
- Maximum file size: 500 MB
- Format: Vector preferred
- Resolution: 300 ppi
- Grouping: Multiple sheets within a single PDF document
- Minimum sheet size (for plan sets): 11" x 17"
- Minimum font size: 10 pt
- Color: black on white preferred

### When preparing your electronic documents for submittal:

- Retain bookmarks when preparing your plan set. PDF's in AutoCad, Adobe, BlueBeam, etc.
- All document must be flattened and full-size. Flatten out objects and markups (especially when combining PDF's from consultants who may not have flattened their own work). Check that your flattened PDF's have successfully removed ACAD.SHX and other objects in Adobe Acrobat's Tools>Comments view.
- Files must be unprotected and unlocked.
- We do not accept ZIP files.
- Plan set must be submitted as a single pdf file.

## Plan Set Requirements

Your plan sets must be saved as one pdf file which meets the following requirements:

- Scalable with the scale clearly specified and graphically depicted.
  - Minimum scale of construction projects is 1/4" = 1'
  - Minimum scale of floor plans, elevations, sections, or large projects is 1/8" = 1'
  - Minimum scale of engineering, civil, landscape, or site plans is 1" = 40'

*Note: In certain cases, we may allow you to use a smaller scale.*

- Clearly denote the paper sheet size.
- Supporting information shall be separate, individual, PDF files.
- Rotate your plans so they are easily viewable. Do not mismatch sheet sizes or orientation throughout the set.

## File Type Naming Requirements

- Plan sets
- Application
- Calculations
- SEPA Checklist
- Design Review Proposal
- Bond Quantity Worksheet

## Printing Approved Plan Set for the Jobsite

An approved/stamped paper copy of the full plan set, and permits must be maintained at the job site for City inspectors to review. You will be expected to print the approved/stamped plan set for the job site. The approved, printed plan set at the job site must be legible and contrastable.