



CITY OF SAUSALITO

Community Development Department

420 Litho Street • Sausalito, CA 94965

Telephone: (415) 289 - 4132

sausalito.gov

Electronic Plans & Digital Submittal Requirements

Building Permits • Planning Applications

Purpose & Applicability

All building permit and planning permit applications submitted to the City of Sausalito Community Development Department must comply with these Electronic Plans and Digital Submittal Requirements. These standards apply to initial submittals, resubmittals, and deferred submittals for all project types. Exceptions to these standards may only be made by the Building Official or Community Development Director.

Quick-Reference Checklist

Use this checklist to verify compliance before uploading. Staff will use the same criteria during intake review.

✓	Requirement
☐	All files are PDF format only (no DWG, JPEG, ZIP, or other formats)
☐	Plan drawings are vector-based PDFs exported directly from CAD/BIM
☐	PDF security is open: markup, printing, and page extraction are enabled
☐	No password protection or encryption
☐	All plan sheets are compiled into a single consolidated plan set PDF, or by discipline volume consistent with the City's file-naming conventions (no sheet-by-sheet uploads)
☐	File size is at or below 100 MB per file (or split by discipline if larger)
☐	Cover sheet included as first page with complete Sheet Index
☐	Sheet count in the PDF matches the Sheet Index
☐	All sheets oriented landscape with top of drawing at top of screen
☐	Blank 3" × 3" City stamp space reserved at consistent location on every sheet
☐	All text legible at 10 pt equivalent minimum; clean sans-serif font
☐	PDF layers are flattened
☐	File named per City naming convention with APN and plan check cycle number
☐	Resubmittals include revision clouds, deltas, and written response to comments
☐	Digital signatures (if required) are current and conform to CA state law requirements
☐	All submittals uploaded to City's online permit portal, not sent by email

1. General File Requirements

1.1 Accepted File Format

ONLY PDF files are accepted. Submissions in any other format (DWG, DWF, TIFF, JPEG, PNG, Word, Excel, etc.) will be marked incomplete without review.

- All documents, plans, calculations, reports, and supporting materials must be submitted in Portable Document Format (PDF).
- PDFs must be compatible with Adobe Acrobat DC (version 2017 or later) or Bluebeam Revu (version 2018 or later).

1.2 Vector-Based PDFs Required

Plan drawings must be submitted as first-generation, vector-based PDFs directly exported from the CAD or BIM application in which they were created (e.g., AutoCAD, Revit, ArchiCAD, MicroStation). Vector-based files can be scaled without loss of quality and are required for accurate digital markup and review.

- Acceptable CAD/BIM sources: AutoCAD, Revit, ArchiCAD, MicroStation, TurboCAD, SketchUp Pro (with layout export), or equivalent.
- Scanned plans are not accepted for architectural, structural, civil, or MEP drawings. (Exception: hand-drawn plans or documents only available in paper form may be scanned at a minimum resolution of 300 dpi.)

1.3 PDF Security Settings

Security settings must allow City staff to perform all markup and review functions:

- Markup and annotation (comments, stamps, highlights, clouds)
- Page extraction and insertion
- Printing at full resolution
- Digital stamp placement

Do not enable password protection, encryption, or any restriction that prevents markup, printing, or page manipulation. Restricted PDFs will be returned for correction.

1.4 File Size

- Ideal maximum file size per PDF: 100 MB.
- If the compiled plan set exceeds 100 MB, it may be split by discipline (Architectural, Structural, MEP, Civil, etc.). Each discipline volume must follow the file naming standards in Section 5.
- Optimize and compress PDFs before uploading. Use the "Save as Optimized PDF" function in Acrobat or equivalent. Lossless compression (LZW or DEFLATE) is recommended.

2. Plan Set Compilation Requirements

Sheet-by-sheet submittals are not accepted. All plan sheets must be compiled into a single, cohesive, collated PDF plan set before upload. Individually uploaded sheets will result in an incomplete application.

2.1 Collated Plan Set

- All sheets for each discipline (or the entire project for smaller submittals) must be combined into one continuous PDF document in the correct sheet order.
- The sheet order in the PDF must match the Sheet Index on the cover sheet. Sheet count in the PDF must equal the count listed in the index.

2.2 Page Orientation & Display

- All plan sheets must be oriented landscape, with the top of the drawing at the top of the screen when the PDF is opened at 100% zoom. Avoid mixed orientations within the compiled set.
- Portrait-oriented documents (calculations, reports, letters) must be compiled into a separate supporting documents PDF, not interspersed within the plan set.

2.3 Sheet Size

The following sheet sizes are accepted for plan drawings:

Size	Dimensions	Use
ARCH D (Full size)	24" × 36"	Preferred for construction documents
ARCH E (Large)	36" × 48"	Structural / Civil when additional space needed
ANSI B (Reduced)	11" × 17"	Minor permits, supporting exhibits only
Letter	8.5" × 11"	Reports, calculations, letters, applications

3. Indexing & Sheet Identification

3.1 Cover Sheet / Sheet Index

- All plan sets must include a cover sheet as the first page of the PDF.
- The cover sheet must include a Sheet Index listing every sheet number and sheet title in the plan set.
- The sheet count in the index must exactly match the number of pages in the submitted PDF.
- The cover sheet must include: project address, APN, applicant name, designer/engineer of record with license number, date of preparation, and revision history.

3.2 Title Block & City Stamp Space

- Each plan sheet must include a title block containing: sheet number, sheet title, project address, designer name and license number, drawing scale, and date.
- Each sheet must include a blank 3" × 3" space reserved for the City's acceptance/approval stamp. This space must be positioned at the same location on every sheet in the plan set.
- Do not place any content, notes, or revision clouds within the stamp space.

4. Drawing Standards

4.1 Scale

- All plan sheets must be drawn to a standard architectural or engineering scale.
- Minimum drawing scale: 1/8" = 1'-0" for floor plans; 1/4" = 1'-0" recommended.

4.2 Dimensions

- Building plans must be fully dimensioned, including but not limited to: floor plans, site plans, elevations, foundation plans, and all detail sheets.
- Overall building dimensions, room dimensions, wall thicknesses, and structural member sizes must be clearly labeled.
- Site plans must include dimensioned setbacks from all property lines.

4.3 Text Legibility

- All text must be legible at full page view on a standard monitor and when printed at the native sheet size.
- Minimum text size for body notes: equivalent to 10pt at the drawing's native scale. Use clean, sans-serif fonts (Arial, Calibri, or equivalent). Decorative or script fonts are not acceptable.
- Text must be embedded in the PDF and must not rely on external font references.

- Do not use SHX proxy fonts without converting or embedding them. SHX comment artifacts must be removed.

4.4 Layers & Flattening

- PDFs must be submitted with all layers flattened. Flatten layers in your CAD program before exporting to PDF to prevent display inconsistencies during review.

5. File Naming Conventions

All files must be named according to the following conventions. Use only alphanumeric characters, hyphens, and underscores. Do not use spaces, special characters (/ \ ? : * | < > " ' '), or consultant project numbers in file names.

File Type	Naming Format	Example
Full plan set (single file)	[APN]-PLANS-[PlanCheckNo].pdf	065-123-01-PLANS-PC1.pdf
Discipline volume	[APN]-[DISCIPLINE]-[PlanCheckNo].pdf	065-123-01-STRUCTURAL-PC1.pdf
Supporting documents	[APN]-[DOCTYPE]-[PlanCheckNo].pdf	065-123-01-CALCS-PC1.pdf
Resubmittal response	[APN]-RESPONSE-[PlanCheckNo].pdf	065-123-01-RESPONSE-PC2.pdf

6. Resubmittals and Revisions

- All resubmittals must use the exact same file name as the initial submittal, incrementing only the plan check cycle number (e.g., PC1 → PC2).
- All plan changes between cycles must be identified with individual revision clouds and delta triangles within the affected sheets indicating the resubmittal or revision number. A revision schedule must be included on each affected sheet.
- Resubmittals must be accompanied by a written Response to Comments document addressing each correction item individually by number and detailing where the response can be found on the plans/documents.
- Sheet order and numbering from the initial submittal must be preserved.
- Resubmittals should include complete, updated plan sets.
- Voluntary revisions to already-issued permits can be efficiently handled with revised sheets only, provided the revised sheets are clearly identified and coordinated with the cover sheet and any other affected sheets (i.e. structural, elevations, civil, etc).

7. Digital Signatures

When wet signatures and professional stamps are required by California law (Business and Professions Code §5536.1(a) for architects; §6735 for engineers), electronic submittals must use a compliant digital signature.

- Digital signatures must be applied by the licensed design professional of record and must be tamper-evident — any alteration to the document after signing will invalidate the signature.
- All design professional signatures and stamps must be current and must conform to California Government Code §16.5 and B&P Code §5536.1 (architects) or §6735 (engineers).

8. Submittal Portal

- All submittals must be made through the City's online permit portal. Email, physical media (USB drives, CDs), and paper submittals are not accepted unless specifically authorized by the Building Official.
- Applications do not enter active plan review until: (a) all required documents are uploaded in the correct format; and (b) applicable fees are paid.
- Applicants will receive notification when submittals are accepted or returned for correction.
- For technical assistance with file preparation or portal access, contact CDD at (415) 289-4132