



February 09, 2007

Re: .pdf files for plan review

Dear contractors/owners,

With the new year we had a change in the way we process plans and do our reviews. We as a City are trying to go to a paperless format to save time and space. We are required as an agency that provides inspections and issues permits to retain plans and other information for a certain time frame after the structures are completed. With this our filing system has become over filled and outdated. We have implemented an electronic system that helps us to track permits and perform inspections. This system also helps us to store plans and other data on disks and networks taking up less space and providing more convenient access for archival purposes.

With this there has been some confusion and concern. There are several things that you should understand that we need to do on the digital format to protect intellectual property but still meet the needs for our purposes. This is in regard to the stamp on plans and signature required from your structural Engineer. The plans will require the red stamp to be on the structural portions, however, to protect your engineers we will accept plans without their signature on the .pdf files only. All paper plans submitted shall still require both the red stamp and signature to endorse the plan.

It will also be a recommendation to submit all your information on .pdf files. As a minimum the building plans and plot plan are required to be on .pdf. Only requiring one copy of paper plans will save costs. One set of hard copies will be sent back to you with the permit to have on the job site. What you do not put on .pdf will still need to be provided on paper. Our inspectors will have access to the plans on their computer, this copy of plans are for reference only. The inspection will be done off the plans on site. If the inspector finds red lines or other items that may be of concern he can refer to the plans on his/her computer to validate what has been approved.

For copyright purposes we will not be able to send, email, print or any other type of transfer of the plans we have on disk. It will be your responsibility to maintain the