Building Division
Electronic File Submittal Requirements

This document is to be used as a guide for electronic file standards or "attachments" to applications submitted online through City of Westminster eTRAKiT.

ATTACHMENTS: PDF FORMATTING REQUIREMENTS

Portable Document Format (PDF) is the industry standard for electronic plans. PDF files must be properly formatted as described below. *Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.*

Layers: No multiple layers. Layers must be merged or flattened.

Format: Vector preferred

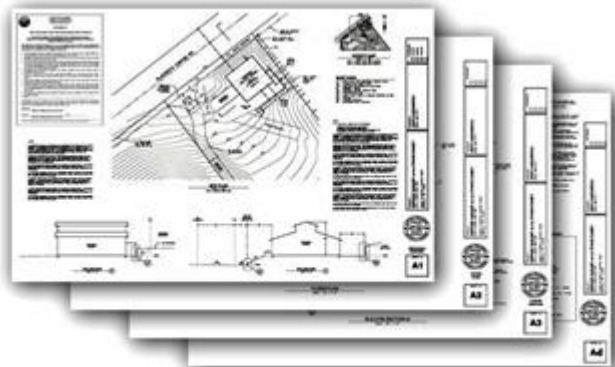**File Size:** 1 megabyte (MB) avg. per sheet. 50 MB total

Grouping: Multiple-sheet PDF (single file with multiple sheets)

All documents are required to be flattened, unlocked, and full-size, one-to-one format:

- Files must be unlocked or unprotected so that corrections may be identified by reviewers. Any submittal containing a file that is locked or protected will be considered incomplete and must be resubmitted.
- CAD files need to be fully flattened and should not contain any SHX text objects. SHX text objects can result when plotting PDF files from AutoCad.
- Drawings must be submitted in black and white pdf documents. The drawings must be uploaded as one document with multiple sheets (e.g. architectural, structural, mechanical, and plumbing). Drawings must be scaled and oriented correctly and must not exceed 50 MB. Scanned plans must be legible and to scale in order to be reviewed.
- Each plan sheet must be marked to clearly identify the content of the page. *Example: Page A1.0 Architectural Site plan*
- All pages must be rotated so that the orientation is upright.
- Zip files and PDF packages are not accepted.
- PDFs are to be correctly bookmarked to distinguish sections of the document.
- Reports and other documents must be submitted as a separate pdf for each document type (e.g. calculations, specifications, reports, studies, etc.).
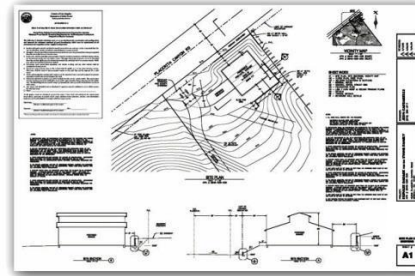
DRAWING STANDARDS

- All text shall be readable and no font shall be smaller than 10 point or equivalent.
- All sheets shall be oriented so that the top of the sheet corresponds with the top of the computer monitor.
- A 5" x 5" space shall be left blank in the bottom right- hand corner of all sheets of the drawings for the City of Westminster to insert an approval stamp.
- Each plan sheet needs to include the project name and address.

Note: This Tip Sheet is not a substitute for codes and regulations.
The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.
More information: City of Westminster, Community Development, Building Division | www.cityofwestmisnter.us | (303) 658-2075

08-05-2019
Page 1 of 4

WESTMINSTER

plans.pdf (multiple sheets)

✓ Correct

Leave blank space for City of Westminster approval stamp

WESTMINSTER

Building Division Reviewed for Code Compliance
John Doe   05/07/2018

AS NOTED & SUBJECT TO FIELD INSPECTION
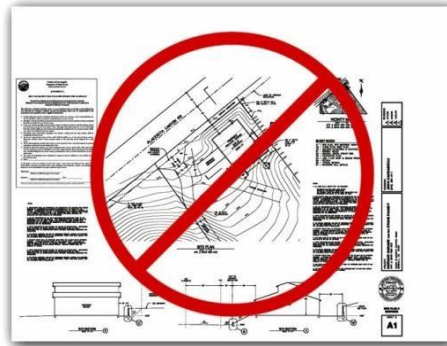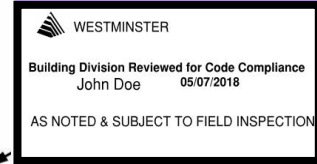
✓ Correct

Incorrect sheet size, scale, or margins will not be accepted

Color plans will not be accepted

Incorrect orientation will not be accepted

Note: This Tip Sheet is not a substitute for codes and regulations.
The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.
More information: City of Westminster, Community Development, Building Division | www.cityofwestmisnter.us | (303) 658-2075

08-05-2019
Page 2 of 4

WESTMINSTER

FILE NAMING RECOMMENDATIONS

Files should be named concisely to describe the contents of the file document. Failing to use file names consistent with examples listed below may affect review times:

- Architectural
- Landscape Plan
- Structural
- Civil
- Plumbing
- Mechanical
- Electrical
- Energy Forms
- Solar
- Specifications
- Reference Document

Note: This Tip Sheet is not a substitute for codes and regulations.
The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.
More information: City of Westminster, Community Development, Building Division | www.cityofwestmisnter.us | (303) 658-2075

08-05-2019
Page 3 of 4

FORMATTING Q & A

Question: What is the difference between Raster and Vector files?

Answer:
A raster image is created from a series of square dots, called pixels or individual building blocks to form a complete image. JPEGs, GIFs, and PNGs are common raster image types. A PDF is generally a vector file. However, depending how a PDF is originally created, it can be either a vector or a raster file.

A vector-based file uses line segments to define all of the geometry on the page. Most PDFs created from CAD are vector-based. The City prefers applicants submit vector PDFs from the source as opposed to submitting scanned PDFs as they contain more smart data that make it easier to work.

Raster PDF   *Vector PDF*
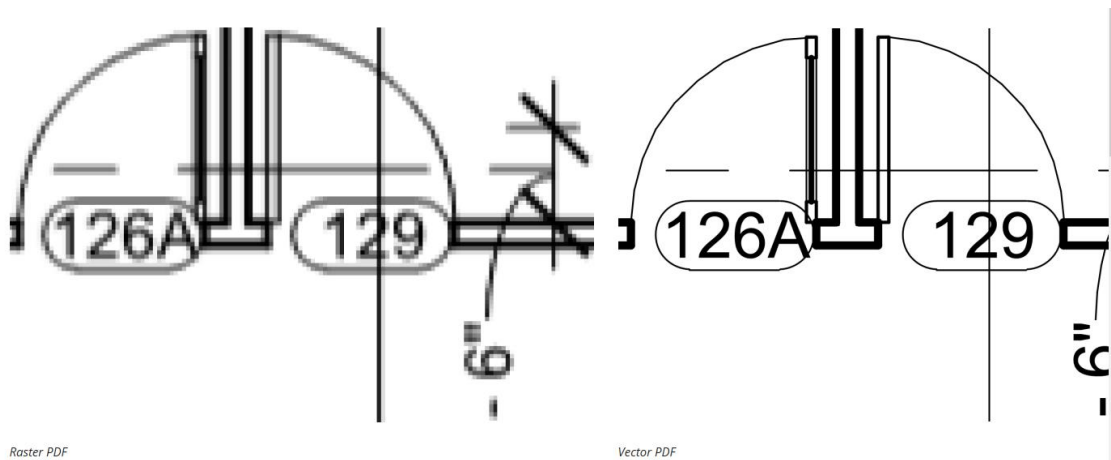
Question: Are raster-based PDF files acceptable?

Answer:
Yes, assuming they meet the size limitation requirement of no more than 50MB total. However, the City prefers vector-based files.

Question: How do I combine multiple PDFs into a single file?

Answer:
There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.

Question: Why does the city require specific file names?

Answer:
Naming files to properly describe the contents of the file document will help reviewers identify more quickly which files they need to review. Comments from reviewers will be sorted by documents and by discipline. Revised file documents will need to be uploaded by applicants and improper or inconsistent naming of files will create delays in review of your application. Applications with files that are not named correctly may be rejected.

Reference:
Tacoma, City of. "Electronic File Standards." Tacomapermits.org, July 2017, tacomapermits.org/wp-content/uploads/2016/01/G-230-Electronic-File-Standards.pdf.

Note: This Tip Sheet is not a substitute for codes and regulations.
The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.
More information: City of Westminster, Community Development, Building Division | www.cityofwestmisnter.us | (303) 658-2075

08-05-2019
Page 4 of 4