



## PREPARING E-PLANS

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### Standards

Standards allow for the easy identification of drawings by naming convention, vector file types in order to facilitate the most efficient review, color coding of comments for visual identification of departments and so on.

### Creating PDF's

Plans must be saved as a flattened/optimized PDF. Flatten the drawing layers in your CAD program prior to creating the PDF or use the 'Save As/Flattened' and/or optimized PDF option available in your PDF tool. **Plans that have been scanned or plans that have 'layers' will not be accepted.**

There are some exceptions to be aware of when creating PDF's from CAD.

- The Width Factor MUST be 1.0 and CANNOT be obliqued, or else the text will convert as vector graphics.
- Use regular italics instead of oblique to maintain searchable fonts.
- Make sure plotter configurations print "TrueType" as text, and not graphics.

### PDF Submission Requirements

#### Vector PDF

Vector PDFs have their geometry defined by line segments, making for a smooth, smart and data-rich document. The benefits of working with a vector PDF are that the display of the geometry remains sharp when you zoom in to see details of the drawing and measurements and takeoffs (as well as their calibration) are more precise in a vector PDF because you can use Snap to Content to snap to the vector lines in the PDF.

#### True Type Font

TrueType fonts enable smart text searching and tagging within PDF document sets.

#### Minimal Cross Hatching or Parallel Hatching

The overlay and crossing of vector lines creates a significant lag on PDF drawing load times when viewed on mobile devices with limited rendering capacity. Designers should limit or eliminate the use of cross-hatching in their design drawings.



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### Required Files

1. Drawing Files – These are all required drawings as well as an index sheet following City standards for submission (along with other information required by the City’s checklist). Each discipline’s drawings shall be uploaded as a separate file.
2. Supporting Document Files – These are all other files that are required as part of the application submission but are not drawing files (ie. Construction Mitigation Plan, structural calculations, geotechnical report, etc.) Each document shall be uploaded as a separate file.

**IMPORTANT TO NOTE: Zipped files will not be accepted**

### Border Standards

#### All Drawing Files

Sheet title blocks shall remain the same throughout the City’s review process. To maintain consistency across versions and between disciplines, the plot location of title blocks, margins, and grid lines should remain consistent across like drawings or details. The design author/applicant shall provide and ensure compliance with consistent plot location in paper space through location of similar sheet types amongst the sets and across disciplines.

#### Good callout

Callouts should be free of lines and other text and they should reference the drawing number

#### Hyperlink to detail sheets, elevation and section views.

Relative links to floorplan, elevation, and section view must be included in the PDF file



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### Stamps

The top right corner of all drawings must be reserved for the City of West Hollywood electronic approval stamps. Please leave the Top Right corner completely blank on all drawings (with exception of the border and Right Hand Title Blocks).

#### 24 x 36 or 36x 48 Plans or Larger:

All Plan Sheets – Stamp location box dimensions: 3” width x 5” height (3” from right edge of paper and 1” from top edge of paper)

#### 18x 24 Plans:

All Plan Sheets – Stamp location box dimensions: 2” width x 3” height (2” from right edge of paper and 1” from top edge of paper)

#### 11x17 Plans:

All Plan Sheets – Stamp location box dimensions: 2” width x 3” height (2” from right edge of paper and 1” from top edge of paper)

Sheet number shall be located on the bottom right hand side of all construction drawings.

### **File Naming Standards**

Separate file shall be created for each discipline. Filenames submitted for online plan review should include the discipline number, discipline prefix, the plan check number and plan check submittal version (Discipline number – prefix – plan check number - plan check submittal version).

**Example: 1-GN-B18-0001-Sub1**



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### Plans and Sheet Naming Standards

Each discipline file shall include its corresponding plans (Example: Architectural sheets should be placed in its own discipline file).

Sheets shall be labeled according to the “Industry Standards For File Names” as published by the American Institute of Architects as follows:

#### **Sheet Number Example: GN-101**

All colors must be removed from all plans with the exception of elevations, renderings, pictures and grey or hatched shading.

File standards for both drawings and documents shall remain the same for all submittals.

File And Page Naming Standards			
Discipline Number	Discipline	Prefix	Example Sheet Numbers
1	General Notes	GN	GN-101
2	Fire Life Safety	FLS	FLS-101
3	Survey	SVY	SVY-101
4	Civil	C	C-101
5	Architectural	A	A-101
6	Demolition	D	D-101
7	Green Standards	GRN	GRN-101
8	Landscaping (Irrigation/ Planting)	LS	LS-101
9	Structural	S	S-101
10	Shoring	SHR	SHR-101
11	Fire Prevention	FP	FP-101
12	Civil-Off Site Improvement	SI	SI-101
13	Electrical	E	E-101
14	Mechanical	M	M-101
15	Plumbing	P	P-101



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### New Sheet Additions

If during project review, the new sheet(s) are necessary, the new sheet(s) number(s) shall follow the plan filing scheme noted above. New sheets shall be added to end of the discipline file submittal and shall be numbered subsequently.

### Deleting/Voiding Sheets

All drawings submitted at original plan check shall be resubmitted at recheck. If during project review, sheet(s) need to be deleted, clearly note "VOIDED" over sheet. Do not delete the any sheets or change the sheet number.

### Documents

Filenames for supporting documents submitted for online plan review should include the document letter, file name, the plan check number followed by the plan check submittal version (Document letter–Abbreviated file name – Plan Check Number- Plan Check Submittal version).

### **Example: A-StrCalcs- B18-0001-Sub1**

Each page of the drawing set shall be uploaded as a separate file.

File names for both drawings and documents shall remain the same for all submittals.



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Document Naming Standards		
Document Letter	Documents File Name	File Abbreviation
A	Structural Calculations	StrCalcs
B	Geotechnical Report	Geo
C	Title 24 - Energy Compliance	T24
D	Building Commissioning Plan	BCP
E	Shoring and Excavation Calculations	Shoring
F	OC1 (Owner Certification Form	OC1
G	Construction and Demolition Debris Recycling Plan	DRP
H	Response to the Planning Permit Conditions of Approval	Condition Responses
I	Tenant Habitability Plan	THP
J	Rent Stabilization Ordinance (Ellis Act)	RSO
K	Developer Application for Urban Art Program	ART
L	Construction Mitigation Plan	CMP
M	Low Impact Development (LID) Plan	LID

### Licensed Professional Electronic Signatures

#### Digital Signature for Design Professionals (Architect and Engineers)

Design professionals, such as Architects and Engineers, whose “wet” signature is required for submittal of hard copy plans will be required to obtain a “digital signature” key for signature of electronically submitted plans.

A “Digital Signature” is required when strong authentication is necessary because it contains encrypted information that is unique to the signer and can be easily verified. Digital technology requires each signer to have a token, smart card or other physical device issued by a trusted organization (usually a company certified by a government) that verifies the signer’s identity before issuing the token. With this technology, every document must be opened and signed one at a time – signatures cannot be applied in mass.



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For a complete list of approved digital signature certificate authorities, please visit the California Secretary of State website at:

<http://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/approved-certification-authorities/>

You may contact individual certificate authorities for their requirements to create a digital signature.

For more information regarding California State Law requirements regarding digital signatures, please visit the California Secretary of State's website below.

<http://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/government-code-16-5>