



Community Development Agency
Building & Fire Prevention
17575 Peak Ave
Morgan Hill, CA 95037-4128
Phone: (408) 778-6480
Fax: (408) 779-7236
www.morganhill.ca.gov

ELECTRONIC PLAN REVIEW - FILE FORMAT REQUIREMENTS

FORMATTING REQUIREMENTS:

1. Export documents as PDF or PDF/A, compatible with Adobe Acrobat Version 9.0 or higher.
 - **Exported PDFs are required for most projects** - A PDF exported from the native file (not a scan saved as a PDF) is required for most projects. Scans are accepted only for supporting documents and for single-family additions or alterations; in these cases, scan at 150dpi minimum and 300dpi maximum for acceptable legibility and file size.
 - **Text-searchable** - For scanned or non-searchable PDFs, apply Optical Character Recognition to the document.
 - **Plans** – All plans must be combined into one plan set/file.
 - **Supporting documents** - Save calculations, forms, cut sheets, etc. as separate files from the plan sheets.
 - **Drawings** - All layer information must be removed and flattened into a single layer.
2. **Unsecured setting** - Select “unsecured” in security settings so plan reviewers may mark documents.
3. **Landscape orientation** - Set all drawings to landscape orientation. Maintain a uniform page position and insertion point for all files in all submittals.
4. **Cover Sheet stamp space** - Set a 6"x6" space on the cover Sheet for jurisdiction approval stamps and set 8"x10" space for conditions of approval.
5. **Drawing Sheet stamp space** - In the title block (lower right quadrant), set a 3"x3" space for jurisdiction approval stamps on all Drawing Sheets.
6. **Scale, legibility and legends** - Plans must be drawn to scale, fully dimensioned, and legible:
 - **Minimum 10pt font** - Use Arial, Gill Sans, Tahoma, or other legible font. Set at minimum 10pt when printed.
 - **Symbols and grayscale** - Use symbols, hatches, line type, and line weights — not color if possible — to differentiate content. Provide a legend that defines all symbols. Plans must be legible when set to print in grayscale.
7. **Indexed pages** - Index/bookmark and label the pages within the PDF. The index and page labels should note the sheet number as well as the title/description of each sheet.