

## SUBMITTAL CHECKLIST AND STANDARDS

### Submittal Checklist

Applicant	Description
	<b>Project Narrative</b> – Provide a description of the business to include all business activities to take place at the proposed location.
	<b>Floor Plan</b> – Provide a floor plan, with measurements, reflecting all openings, rooms and spaces with their intended uses. *For multiple levels or floors, provide a floor plan for each level or floor.

### Submittal Standards

- ◆ All plans must be submitted in a PDF format.
- ◆ All plans must be submitted in a landscape orientation (horizontal position).
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original.
- ◆ Plans must be submitted individually using separate file names.

### Submittal File Naming Requirements

File Naming Standards allow for easy identification of drawings by naming convention.

- ◆ Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.
- ◆ Drawing file name must include the first characters of the discipline name, followed by the sheet number and name.
- ◆ The sheet name must clearly indicate the information found on the page.

### File Naming Examples for Fast Track CO Projects

Drawing Description	Sheet ID	Sheet #	Example File Names
Floor Plan—1st Floor	FP	1	FP1 - First Floor
Floor Plan—2nd Floor	FP	2	FP2 - Second Floor