

# Information Sheet: Plan Submission Standards for Electronic Plan Uploads in eCLIPSE

The Department of Licenses and Inspections (L&I) offers the ability to obtain permits through the online eCLIPSE portal. Some permit types will require the submission of plans and it is important that applicants follow these rules and limitations when creating drawing files that will be uploaded for review.

## File Format

- All uploaded drawing files must be single or multi-page **PDF** format only. Drawings not having a '.pdf' file extension will be rejected.
- **Exception:** Does not apply to the SHEET INDEX which must be in Excel spreadsheet format (.xlsx). See page 2 for more information.

## Sheet Size

- Minimum: **18 x 24 in.** (Architectural C)
- Maximum: **36 x 48 in.** (Architectural E)
- Each electronic drawing must match standard paper sizes for printing that will go out into the field.

## Sheet Naming & Numbering

- Sheets must be numbered, named, and dated to align with the associated Sheet Index database content. National CAD Standard naming conventions are encouraged. **See page 2 of this document for more information on the Sheet Index and Naming Convention requirements.**

## Orientation

- All drawing sheets must be in a landscape orientation and positioned face up.

## Drawing Scale

- Minimum Architectural: **1/8 in. = 1 ft.**
- Minimum Engineering: **1 in. = 60 ft.**

## Fonts

- Text contained on any drawing must be legible, unobstructed by drawings or borders, and of an appropriate size for printing.

## PDF Bookmarking

- Construction document plan files that contain multiple pages must be bookmarked with the bookmark list providing both the sheet number and sheet name. Please limit to three tiers and ensure that all bookmarks are working prior to upload.

## Final Drawings

- Construction documents submitted for review must be final/construction ready. Plans labeled, in effect, "NOT FOR CONSTRUCTION" or "PRELIMINARY" will not be accepted for review. **Exception: Preliminary Plan Reviews**

## Reference Drawings

- If included, must be clearly labeled or watermarked "FOR REFERENCE ONLY."

## Certification

- When the proposed work requires a design professional licensed in the Commonwealth of Pennsylvania, all documents must be certified by the PA-licensed designer.

## File Security, Signatures and Seals

- All files must be digitally signed by the design professional or responsible person. Submitted files may not have password protection and **must** remain unlocked or allow for mark-ups after upload. Where required, professional seals must be applied prior to PDF creation so that the seal is "burned in" to the document.

## Drawing Resolution

- Electronic files must be legible and navigate reasonably well (400 dpi recommended).

## Binders

- Construction drawings must be bound into single trade files, bookmarked, and named accordingly.

## Comments Prohibited

- Drawing files shall be flattened, clean and free of any PDF comments.

## File Size

- Maximum: **50 megabytes (50 MB)**
- If a single trade file exceeds this size, divide it into volumes as needed (e.g., "A-Arch1.pdf" and "A-Arch2.pdf").

## Sheet Index (Separate File)

- A separate Sheet Index in **XLSX** format must be submitted. Each time a sheet is updated or revised, it must be identified in this index file.

## File Naming Conventions

- The first letter of each trade file name must be a capital letter coinciding with the associated discipline followed by a dash. Use the standard letter designations defined below:
  - **Z-projectname.pdf** – Zoning site plans, elevations, sections, & compliance data tables
  - **G- projectname.pdf** – General notes & compliance summary for applicable building code
  - **C- projectname.pdf** – Civil existing / proposed conditions, erosion & sedimentation control, site work, grading & associated site details
  - **A- projectname.pdf** – Architectural floor plans, elevations, sections, details, schedules, diagrams & other user defined sheets
  - **S- projectname.pdf** – Structural, framing, wall bracing plans, & associated structural details
  - **U- projectname.pdf** – Utility Plan as required by the Philadelphia Water Department (PWD)
  - **M- projectname.pdf** – Mechanical & HVAC systems or appliances regulated by the Mechanical Code
  - **P- projectname.pdf** – Plumbing system plans including riser diagrams and details for all installations and fixtures regulated by the Philadelphia Plumbing Code
  - **E-, T-, and/or L- projectname.pdf** – Electrical power, lighting, fire alarms, fire pumps, telecommunications & related systems regulated by the Electrical Code
  - **FP- projectname.pdf** – Fire suppression plans and sections, riser diagrams, fire pump, backflow device, fire department connections & standpipe details / diagrams
- It is strongly recommended that the designer include the project name, or identifier in the file name.

## Dedicated Space for City Department Approval Stamps

- **Location:** A blank space free of any text, notations, drawings, or title blocks must be positioned in the same location on each sheet of the plan set in a location of the applicant's choice.
- **Size & Offset:** The space must be a minimum of four inches (**4 in.**) high by eight inches (**8 in.**) wide. The space must be offset one-half inch (**1/2 in.**) from any adjacent page edge. Where a page border exists, it may not obstruct this area.

## Sample Plan with Approval Stamp Area

