



Naperville

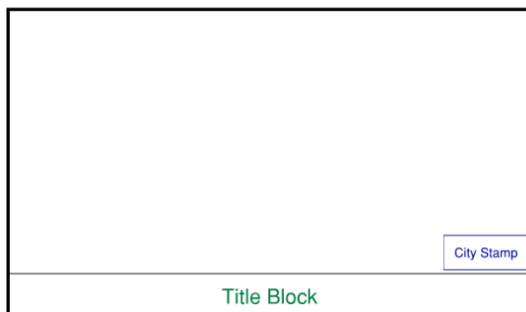
PDF SUBMITTAL REQUIREMENTS

General Requirements:

1. PDF document shall be created with a program that meets I S O standards for PDF creation.
2. PDF document shall include vector content only.
3. All content in the PDF document shall be flattened to a single layer. No markups from previous submittals shall remain on the drawings.
4. Maximum size of document allowed is 50 MB. Zip files are not accepted.
5. Documents shall be created with TrueType Fonts.
6. Export file directly to PDF, do not print and scan. Original scale must be maintained. Avoid "Fit to Page".
7. File names shall match submittal list (Submittal List available on the [Development Petition and Application web page](#)).
8. Files must be unlocked and unprotected.
9. Any revised document re-submitted for review must also have the page numbers and title block of all sheets clouded or highlighted to denote revision status.

Plan Submittals:

10. Each plan set shall be submitted as a single PDF file including all sheets in the set. Plan sets submitted as individual sheets will be rejected. However, a separate file must be submitted for each submittal type (refer to the Submittal List on the City [Development Petition and Application web page](#) for submittal types).
11. The scale of the drawing shall be stored and embedded in each sheet of the plan set. The scale of the drawing shall also be shown on all sheets containing drawings. Drawings must be submitted at a standard scale to allow scaling of a printed sheet.
12. Plan sheet size must be either 24"x36" or 11"x17". Plan submittals larger than 24"x36" will be rejected. Refer to Submittal List on the City [Development Petition and Application web page](#) for details. All plans must be oriented to Landscape View.
13. Thumbnails for all plan sheets must be labeled to clearly identify the sheet number and the content of the sheet. Examples: C3.0 Utility Sheet
14. Sheet title blocks shall remain consistent (i.e. location, size, format, etc.) on each sheet of the plan set including sub disciplines.
15. Reserve a minimum 1.5" wide binder margin on the left side of all sheets.
16. Reserve a minimum 1"x4" area in the lower right corner of the Cover Sheet abutting the title block for City stamps, per the diagrams below. It shall not be placed in a margin.



Reports and Other Documents:

17. Reports and other documents must be submitted as a separate PDF for each submittal type (refer to the Submittal List on the City [Development Petition and Application web page](#) for submittal types), including completed submittal checklists and energy forms associated with architectural plans

18. All reports must be letter size and oriented to Portrait View.
19. Figures within report documents shall be a maximum size of 11" x 17", unless part of a separate appendix.
20. The exception to the PDF standard requirement is for legal descriptions which shall be submitted in MS Word format.