



ONLINE PERMIT SUBMITTALS ELECTRONIC FILE FORMAT

BUILDING SERVICES



This document provides guidelines to help the Applicant upload files with the proper format for an online permit submittal through the Town's [Online Permit Portal](#). For the comprehensive list of the required items for a Submittal, please see [Submittal Requirement Handouts on the Town's Website under Permit Directory](#).

NOTE: *You must have a registered account in order to upload any document to the permit.*

Please have the documents listed below ready to upload when applying through the Town's [Online Permit Portal](#).

- **Application:** Required to upload for "Residential Additions" Permit Category. However, for other categories it is recommended to fill this out so that the information requested on this form is ready at hand when submitting through the Town's Online Permit Portal.
- **Drawings**
- **Supporting Documents/Letters**

Requirements:

- All documents **must be in PDF format**. JPEG and other formats are not accepted.
- Name all files and include Project address in the name. See examples below.
- Check the documents/drawings are **legible**. Documents/drawings need to be dark enough and clear enough for review, archive, and construction. Please note, scanning drawings sometimes reduces the legibility of drawings.
- Check that documents are oriented correctly (not sideways).
- When resubmitting files, resubmit **all files** to ensure all files current files are provided.

A. Application

- Compile the [Building Application Form](#) as a single PDF.

B. Drawings

- Compile as a single PDF in the order of the Sheet Index.
- For the PDF, provide **Bookmarks and Page Labels that match the Sheet Index**.
 - a. **Example:** *A1-Cover Page, A2-1st Floor Plan, E1-1st Floor, S1-General Notes, S2-Foundation Plan, etc.*
 - b. Do not include the Residence name/address in the Bookmark or Page Labels.
 - c. This is required for Commercial projects and for any project with Drawings that have **10 sheets or more**. Software, such as, Adobe and Bluebeam Revu allow users to add Bookmarks and Page Labels.

C. Supporting Documents/Letters

- Each Supporting Document/Letter is to be a separate PDF file.

File Name Examples

	Document	Example File Name
Application	Building Permit Application	<i>1234 Street_APP.pdf</i>
	Revision Application*	<i>B25-#####_1234_Street_RevAPP.pdf</i>
Plans	Initial Submittal	<i>1234 Street_PLANS.pdf</i>
	Resubmittal for Plancheck 1*	<i>B25-#####_1234_Street_PLANS_PCR1.pdf</i>
	Revision*	<i>B25-#####_1234_Street_PLANS_REV.pdf</i>
Supporting Documents/Letters	Structural Calculations	<i>1234 Street_CALCS.pdf</i>
	Energy calculations & Forms (Title 24)	<i>1234 Street_ENERGY.pdf</i>
	Geotechnical Report & Letter	<i>1234 Street_GEO.pdf</i>
	Deferred Truss Calculations*	<i>B25-#####_1234Street_TRUSSCALC_REV.pdf</i>
	Deferred Fire Department Letter*	<i>B25-#####_1234 Street_FIRE.pdf</i>
	Response Letter to Plancheck 1*	<i>B25-#####_1234 Street_PCR1Response.pdf</i>

**After the Town assigns a Permit Number (e.g. B25-#####), please include the Permit Number within the file name for all future files submitted for Resubmittals, Deferred Submittals, and Revisions.*