WEST HOLLYWOOD
8300 Santa Monica Boulevard West Hollywood, CA 90069-6216

City of West Hollywood
California 1984

Building & Safety Division
tel 323 848.6475 fax 323.848.6569

PREPARING E-PLANS

Standards

Standards allow for the easy identification of drawings by naming convention, vector file types in order to facilitate the most efficient review, color coding of comments for visual identification of departments and so on.

Creating PDF's

Plans must be saved as a flattened/optimized PDF. Flatten the drawing layers in your CAD program prior to creating the PDF or use the 'Save As/Flattened' and/or optimized PDF option available in your PDF tool. **Plans that have been scanned or plans that have 'layers' will not be accepted.**

There are some exceptions to be aware of when creating PDF's from CAD.

- The Width Factor MUST be 1.0 and CANNOT be obliqued, or else the text will convert as vector graphics.
- Use regular italics instead of oblique to maintain searchable fonts.
- Make sure plotter configurations print "TrueType" as text, and not graphics.

PDF Submission Requirements

Vector PDF

Vector PDFs have their geometry defined by line segments, making for a smooth, smart and data-rich document. The benefits of working with a vector PDF are that the display of the geometry remains sharp when you zoom in to see details of the drawing and measurements and takeoffs (as well as their calibration) are more precise in a vector PDF because you can use Snap to Content to snap to the vector lines in the PDF.

True Type Font

TrueType fonts enable smart text searching and tagging within PDF document sets.

Minimal Cross Hatching or Parallel Hatching

The overlay and crossing of vector lines creates a significant lag on PDF drawing load times when viewed on mobile devices with limited rendering capacity. Designers should limit or eliminate the use of cross-hatching in their design drawings.

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Required Files

1. Drawing Files – These are all required drawings as well as an index sheet following City standards for submission (along with other information required by the City's checklist).

2. Supporting Document Files – These are all other files that are required as part of the application submission but are not drawing files (ie. Construction Mitigation Plan, structural calculations, geotechnical report, etc.) Each document shall be uploaded as a separate file.

<u>**IMPORTANT TO NOTE:**</u> **All submittal documents must be in PDF format and be under 100MB.**

Drawing Standards

<u>All Drawing Files</u>

Sheet title blocks shall remain the same throughout the City's review process. To maintain consistency across versions and between disciplines, the plot location of title blocks, margins, and grid lines should remain consistent across like drawings or details. The design author/applicant shall provide and ensure compliance with consistent plot location in paper space through location of similar sheet types amongst the sets and across disciplines.

<u>Good callout</u>

Callouts should be free of lines and other text and they should reference the drawing and sheet number.

<u>Hyperlink to detail sheets, elevation and section views.</u>

Relative links to floorplan, elevation, and section view must be included in the PDF file

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Sheet Naming Standards

Plan sheets shall be labeled according to the "Industry Standards For File Names" as published by the American Institute of Architects as follows:

Sheet Number Example: GN-101

Bookmarking Sheets

All drawing file sheets shall be bookmarked. Sheet bookmarks shall include the sheet number and sheet name.

Example: GN-000 – COVER SHEET

*File standards for both drawings and supporting documents shall remain the same for all submittals.

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Sheet Naming Standards		
Discipline	**Prefix**	**Example Sheet Numbers**
General Notes	GN	GN-101
Fire Life Safety	FLS	FLS-101
Survey	SVY	SVY-101
Civil	C	C-101
Architectural	A	A-101
Demolition	D	D-101
Green Standards	GRN	GRN-101
Landscaping (Irrigation/ Planting)	LS	LS-101
Structural	S	S-101
Shoring	SHR	SHR-101
Fire Prevention	FP	FP-101
Civil-Off Site Improvement	SI	SI-101
Electrical	E	E-101
Mechanical	M	M-101
Plumbing	P	P-101

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New Sheet Additions

If during project review, the new sheet(s) are necessary, the new sheet(s) number(s) shall follow the plan filing scheme noted above.

Deleting/Voiding Sheets

All drawings submitted at original plan check shall be resubmitted at recheck. If during project review, sheet(s) need to be deleted, clearly note "VOIDED" over sheet. Do not delete any sheets or change the sheet number.

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Licensed Professional Electronic Signatures

Digital Signature for Design Professionals (Architect and Engineers)

Design professionals, such as Architects and Engineers, whose "wet" signature is required for submittal of hard copy plans will be required to obtain a "digital signature" key for signature of electronically submitted plans.

A "Digital Signature" is required when strong authentication is necessary because it contains encrypted information that is unique to the signer and can be easily verified. Digital technology requires each signer to have a token, smart card or other physical device issued by a trusted organization (usually a company certified by a government) that verifies the signer's identity before issuing the token. With this technology, every document must be opened and signed one at a time – signatures cannot be applied in mass.

For a complete list of approved digital signature certificate authorities, please visit the California Secretary of State website at:

http://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/approved-certification-authorities/

You may contact individual certificate authorities for their requirements to create a digital signature.

For more information regarding California State Law requirements regarding digital signatures, please visit the California Secretary of State's website below.

http://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/government-code-16-5

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