



A Community of Excellence

Electronic Plan (E-Plan) Review Submittal Guidelines

Development Services

Department

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In our continuing effort to improve the Electronic Plan (E-Plan) Review permitting process, the Town of Gilbert Development Services Department requests the following submittal guidelines be followed to ensure a complete and accurate review within the allotted timeframe.

NOTE: Submittals will be returned if any combination of these submittal guidelines are not met.

E-Plan Document Protocols

Page & File Orientation

- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor. Sheets shall be oriented to allow for printing in “landscape” format with the exception of any 8.5”x11” sheets which will be printed in “portrait” format.
- On each drawing sheet, the following information shall be included on the bottom right corner:
 - Permit Number_Submittal Date_Sheet Number_Number of Review
(BLD-2011-00000_20110101_C-01_1ST REVIEW)

Size of Prints

- Architectural, electrical, mechanical, plumbing and structural plans shall not be any larger than 30”x42” format.
- Civil and landscaping plans shall not be any larger than 24”x36” format.

File Format and Size

- All electronic plans and documents shall be submitted in Adobe Portable Document Format (PDF).
- All PDF documents shall have security settings set to “Allowed” in order to allow plan reviewers to place comments on plans through Bluebeam Studio.
- Plan sets shall not be larger than 45 MB (megabytes). If a plan set is larger than 45 MB, the plans will have to be separated into volumes that shall not exceed 45 MB per volume.

Complete Sets and Documents

- All plan sets shall be complete to include the all documents as stated in the [Commercial Project Checklist](#) and [Residential Project Checklist](#).
- Please do not include any irrelevant documents in your plan sets (i.e. Submittal Checklists).