ELECTRONIC PLANS SUBMITTAL

What are the requirements for plans?
All plan pages must be drawn to scale and fully dimensioned in both directions.

What file formats are acceptable?
Plans must be in PDF file type only. Other documents may be file types PDF, DOC, DOCX, XLS or XLSX only. All documents are to be exported directly from your CAD system or other software or created by using a print-to-pdf driver so that the end result is a vector-based PDF.

What if I don't have access to CAD software or a "print-to-pdf driver"?
Documents may be scanned with a minimum resolution of 300 DPI. Please review all scans prior to submitting them to ensure that they are 100% readable. Documents that are not legible will need to be resubmitted.

What else do I need to know about formatting my plans?
Electronic page sizes should be kept the same as the original paper size. This is important to preserve scale and resolution.

If color is important to the end user, then it should be exported, printed or scanned in color. Otherwise black and white should be chosen.

Documents must be unsecured and unlocked for editing. *PDF AutoCAD documents should have layers, hyperlinks, and viewports deleted.*

How do I submit my electronic plans?
All submittals begin at the Municipality office, and must be accompanied by a completed permit application.

You may submit electronic documents on CD, DVD, thumb drives or other electronic media. Electronic media will not be returned to you.

It is also possible to submit plans via electronic file transfer using email or an FTP site; however, this option must be approved prior to submittal.

The Municipality may require paper copies of documents for use by Municipality staff. Each applicant must verify this requirement with the Municipality before submitting documents electronically.

How will my plans be returned?
Upon completion of code review, documents submitted electronically will be returned electronically, typically via a CD/DVD. With prior arrangement they may be delivered via electronic file transfer, following payment of all permit fees and release by the Municipality.

When I'm ready for my inspection, what do I need to have on site?
All approved documents must be printed in color by the applicant. The plans must be printed on the correct paper size to reflect accurate scale. The plans must be kept on the job site, protected from the weather, and accessible to the building inspector. Upon request, printed copies of approved plans and documents can be provided to the applicant for a fee at the rate provided in the Municipality fee schedule.

Inspections will not be completed if the approved documents are not on site, are not legible, and/or not available to the inspector at the time of the inspection.

What if I have questions that were not answered by this handout?
Call MNSPECT at 952-442-7520!