



TOWN OF LOS GATOS

ONLINE PERMITTING SERVICES SUBMITTAL GUIDELINES

INTRODUCTION

These guidelines for Electronic Document Review (EDR) outline the formatting requirements for a successful Online Permitting submittal. Documents submitted following these formatting requirements will proceed through the EDR online system. This guideline addresses formatting only; for instructions on plan content, based on the project scope of work, please refer to the applicable Submittal Requirements and Checklists at the Town's [Planning](#) or [Building](#) websites.

ONLINE SUBMITTAL REQUIREMENTS

1. **PDF** – Digital documents must be PDF only
 - **Supporting Documents** – Each supporting document such as calculations, cut sheets, forms, technical reports, TDM plan, etc. must be uploaded in its own separate file in PDF format.
 - **Drawings** - All layered information must be removed and flattened into a single layer. Plans must be saved at full size and to scale.
2. **Landscape Orientation** - All drawings must uniformly use landscape orientation. Maintain a uniform page position and insertion point for all files in all submittals.
3. **Cover Sheet 4-inch Approval Block** – Provide a minimum 4-inch wide clear space for departmental approval stamps. If the Title Block is located on the far right, insert the Approval/Stamp Block immediately to the left. If the Title Block is on the bottom, insert the Approval/Stamp Block on the far right.
4. **Drawing Sheet 4x4-inch Stamp Block** - Provide a minimum 4 x 4-inch blank space for jurisdiction Received, Reviewed and Revision stamps on the lower right quadrant, adjacent to the title block.
5. **Indexed Pages** - Index/bookmark and label the pages within the PDF. The index and page labels should note the sheet number as well as the title/description of each sheet.
6. **File Size** – Ideally each PDF file should not exceed 250MB in size. The system can handle files of larger size but upload and download of these larger files may take significantly longer time. Please limit each PDF file to 250MB in size. Please contact Staff if your file size exceeds 250MB.

FILE NAMING CONVENTION

1. All Cycle 1 plans uploaded into one PDF shall be named C1Plans. Resubmittals or Cycle 2 would be named C2Plans, C3Plans, etc.
2. All supporting documents shall be uploaded into their own PDF. Cycle 1 Structural Calculations should be named C1StructuralCalcs, C2StructuralCalcs, C3StructuralCalcs, etc.
3. When responding to comments, a response letter is required addressing previous round comments. Cycle 1 Response Letter shall be named C1Response, C2Response, C3Response, etc.