



City of Fife Electronic Document Standards

To ensure timely and efficient review of electronic documents, the City of Fife has adopted the following standards for all electronic submittals. Electronic submittals that do not meet these standards may result in delayed review and requests for revision. If you have specific questions about these standards, please contact comdev@cityoffife.org or 253-922-9625.

Document Requirements –

- All files must be submitted in Portable Document Format (PDF).
- The file size for any single PDF submitted must not exceed 250 MB.
- Documents should be titled with project name, document name, and date.
 - Bobs Remodel_Building Plans_MMDDYY.pdf
 - Bobs Remodel_Energy Specs_MMDDYY.pdf
- All layers must be “flattened” in the authoring program prior to export and submittal.
- Orient all sheets so the top of the page is always at the top of the computer screen (right side up).
- All sheets must be numbered, labeled and titled, and contain a revision history table.

Signatures and security –

- Submittals which require the signature of a licensed design professional, may be submitted electronically, provided the signed document is submitted as a “flattened” PDF such that all layers of text, graphics, and content are merged into a single graphic entity.
- Electronic documents submitted to a jurisdiction for plan review and permit issuance must be provided in an unlocked state that allows for document mark up, file combining and processing. Documents submitted in any manner that prevents staff from completing the review and permit-issuance process may result in additional review time and/or permitting delays.

Scale –

- The minimum allowed scale for submittal drawings is 1/4" = 1'.
 - The use of a 1/8" = 1' scale for full building floor plans, exterior elevations, or building sections is acceptable when unit plans, core plans, detail plans, detail sections and detail elevations are provided at the minimum scale of 1/4" = 1'.
 - The minimum allowed scale for site plans is 1:20.
- Match lines and separate plan sheets must be used when necessary to provide acceptable drawing quality and clarity in lieu of over-crowded drawings. An overall keyed reference plan for the match lines should be provided on the associated plan sheets.
- All pages and insets shall display the applicable scale.
- A smaller scale may be acceptable in certain cases. Please contact staff for specific approval prior to submittal.

Quality standards –

- PDF documents created from electronic sources such, are preferred and strongly encouraged.
 - Documents which are only available in paper format may be submitted as scanned document PDFs. These documents must be as clean as possible, and scanned at a resolution which ensures the pages are legible when viewed on a computer screen and when printed. Scanning must be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. Full-photo scan settings for copies must be avoided. Drawings must be easy to read and free of extraneous information or markings.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- All code information must be conveyed in a clear and legible manner for review and field inspection purposes.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. 'Boilerplate' font style may be per applicant's standard, but font size for text must be a minimum of 10 pt. or 3/32" for CAD prepared documents.
- Scanned hand drawn documents must be legible in font and drafting.

Size –

- The minimum sheet size is 11"x17" for minor residential remodel permit applications and 22"x34" for commercial applications. Sheet size must not reduce the required minimum drawing scale.
- Smaller sheet sizes for permit applications may be acceptable in certain cases. Please contact staff if you have specific questions.
- Approved plans that are provided onsite for the field inspector must be printed at full size to scale.

Drawing –

- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts, irrelevant notes and unused details must not be included in the plan set.
- Remove all references to "NOT FOR CONSTRUCTION", "BID DOCUMENT" or similar language.
- Plan sets must be fully dimensioned.
- Mirrored plans will not be accepted except those required in Register Basic Plans.
- For residential projects, the site plan must have a north arrow. Where the floor plan(s) orientation does not match the site plan, north arrows must also be provided on the floor plan(s).
- For commercial projects a north arrow must be provided on all architectural site plans and building floor plan sheets.
- Elevation views must be labeled as North, South, East and West as appropriate. Final grade should be accurately depicted on the elevation views.
- Building plans and engineering must correspond to the site topographic conditions.
- All revisions based on previous review shall be clearly indicated with "bubbled circle" and identified in the revision history table.