



# Electronic Submittal Requirements

*Follow these rules to ensure timely processing of your application*

## Submittal Checklists

- [Multifamily, Non-Residential & Mixed Use](#)
- [Single Family and Duplex](#)
- [Tenant Improvements](#)

## File size and type

- Documents must be in PDF format.
- Submittal options:
  - CD, DVD or flash drive that contains only the permit documents.
  - Email to: [permits@cob.org](mailto:permits@cob.org). The maximum size is 25 MB.
  - Web or FTP based files - email a link and login information to [permits@cob.org](mailto:permits@cob.org).
- Zip files not accepted.
- Minimum of 300 DPI.

## Plans and documents

- Security settings must allow mark up.
- Plans set to landscape orientation.
- All plans shall be combined to one PDF.
- All plans shall be the same size. (i.e. 11x17, 24x36, etc)
- Supplemental documents shall be saved as individually-named PDF files separate from the plans.
- Bookmark your PDF plans. A blank area surrounding sheet identifier must be large enough to accommodate the largest sheet identifier in the plan set. *Example: Sheet A1 must have the same blank area needed to spell out sheet M6.01.1.*
- Plans marked "Not for Construction" or similar notations will not be accepted.
- Talk to your professional licensing board regarding any requirements for digital signatures.
- Plans shall be prepared to industry standard scale of a clearly legible size.
  - Example: Site plans at 1" = 20' or larger scale
  - Example: Floor plans, elevations and sections at not less than 1/8" = 1' scale

## Revisions and resubmittals

- Complete [Amendment/Revision Form](#) including a response letter addressing all comments.
- Revisions and resubmittals must include a complete plan set with supplemental documents in separate PDFs.
- Revision numbers or revision dates must be shown in the title block of each sheet.
- All changes from the originally provided plans should be identified with a surrounding cloud and corresponding delta. A list of all deltas along with a brief narrative for each (including the sheet number they are on) should be provided on the title sheet of the plans.
- Email complete responses to [permits@cob.org](mailto:permits@cob.org).

## Printing

- When ready to issue, the City will contact the applicant.
- Permit and approved plans must be printed and available for any inspection. The printed plans must be the same size as the sheet size of the PDF file.

## Payments

Payments up to \$1,500 may be securely paid online through [www.cob.org/payments](http://www.cob.org/payments) with a credit card. Alternatively, you may bring or mail a check to the Finance Dept. at City Hall.