Increased Review Efficiency

To identify ways to increase review efficiency and improve review timelines, participating MBP jurisdictions have proposed the electronic document submittal efficiency standards below. In addition to the minimum standards outlined in the General Standards Guidelines these additional standards can increase the efficiency and speed at which plan review takes place.

Q: Are there any specific drawing <u>layout</u> suggestions?

A: Yes, the following suggestions can help reviewers navigate your submittal documents more efficiently.

- A title block should be located on the right-hand side of each page. The title block should include page numbers that are unique to each page and provide a logical sequence of drawings.
- As much as practicable, each drawing sheet should have one scale. Detail sheets with multiple scales are not preferred.
- Locate the title block in the same location on all drawings. This allows approval stamps to be applied more efficiently.
- The building orientation should be the same across all architectural, structural and MEP drawings.

Q: Are there any additional suggested <u>navigational</u> enhancements for my PDF submittal?

A: The use of a coversheet index, bookmarks and hyperlinks are strongly encouraged when there are multiple pages within the PDF submittal.

- A drawing index provided on the cover page should be specific to the drawing submittal.
- Bookmarks should match the index sequence.
- Bookmarks should be named in a way so the reviewer can quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.

Q: Are there any <u>other suggested enhancements</u> for my PDF submittals?

A: Yes, please refer to the list below when creating your PDF submittal documents.

- PDF authoring tools should be set to Vector not Raster. For additional information on the differences between Vector and Raster click here.
- Plot location should be consistent throughout each drawing set or document, and consistent between original submittals and resubmittals.
- Maintain Output Scale – please do not use "Fit to Page."
  o Provide a graphic scale in the title block for verifying output scale.
- Viewports used during the drafting process should not be included in the final output for submittal.

NOTE: All electronic documents submitted to jurisdictions and online through MyBuildingPermit.com are subject to public disclosure laws.

Other suggested enhancements, continued…

- Use of Cross-Hatching Fill Patterns should be minimized. Where hatch fill is required, please use efficient parallel line fill patterns as much as practicable. Provide a legend to explain what each fill pattern represents.
- Font Type should be TrueType (SHX fonts are typically in Raster format and not preferred). *Please do not embed fonts.*
- Do not include layer information from the drafting program.
- To learn more about the suggested enhancements above, please click here to review the PDF Guidelines created by the Construction Progress Coalition (http://www.constructionprogress.org).

NOTE: All electronic documents submitted to jurisdictions and online through MyBuildingPermit.com are subject to public disclosure laws.