Digital Plans

I.   Initial Submission

- **Include all pages in one PDF file format**
  When submitting plans or completed PDF forms, please be sure to flatten all layers (seals, signatures, notations) in the PDF. Otherwise, those layers and fields will be eliminated and not visible for the reviewers.

- **All PDF files must be "flattened"**
  The easiest way to flatten a PDF is to "Print to PDF." To do this, please follow the steps below:
  1. Open your PDF file
  2. Select "File"
  3. Select "Print"
  4. From the drop-down menu of Printer options, select "Adobe PDF"
  5. Click "Print"
  6. Specify the location to save the printed, "flattened" version of the document or form
  7. Select "Save"

- **Maximum file size is 250 MB, per file**

- **Files shall not be encrypted/password protected**

- **Plan files**
  1. Plans shall be set to landscape view, oriented properly with the top of the page always at the top of the monitor. Ensure that all pages are in order and rotated properly for viewing on-screen.
  2. Number your Plan sheets (See Exhibit-1)
  3. Whenever possible, it is important to include a table of contents when exporting/ publishing to the PDF (i.e., include "Create bookmarks" setting in AutoCAD or Revit). Include sheet titles within the table of contents when possible.
  4. Multiple files for the application including plans may be uploaded at the same time.
  5. Ensure sheet numbers are unique across all plans submitted. (Multiple plan sets for one permit cannot contain the same sheet number scheme. The Digital Plan Room cannot version sheets if duplicate numbers are used when the plans are combined electronically.)
  6. Plans shall be generated to scale (e.g., 1/4" = 1', 1/8" = 1' or 1:10).
  7. The top-left of each plan sheet shall have an area no less than 3 inches by 4 inches for Jefferson County plan review approval stamps.

8. Any annotations in the PDF will be removed during the submission process. (Include the info as text)

9. Every plan and document must have the correct document type selected. (See Exhibit-2)

10. A supporting document is any document not considered plans such as specifications or calculations, photos, letters –anything that is not a plan sheet.

11. Do not combine any supporting documentation in the same PDF file with any plans -- Submit supporting documentation as separate PDF files (See Exhibit-2 for naming conventions).

12. Supporting documents shall be submitted as individual documents or as a single combined multipage file.

13. Plans and documents prepared by design professionals, such as architects and engineers, must be digitally signed and sealed. Please do not place digital signature in the top-left as that is where Jefferson County will digitally approve your plan sheets. Please refer to the Alabama Board for Engineers & Land Surveyors administrative Codes (Chapter 330-X-11-
   2) or visit bels.alabama.gov) or the Alabama Board for Architects (Chapter-100-X-5 or visit boa.alabama.gov) for digital plan requirements. All digital signatures must be completely "printable" on a hard copy format as an identical copy of the electronic page.

14. **Building Plans (Architectural Plans)** – Add 'l Electronic Submittal Requirements
   In addition to the requirements outlined above, building plans must meet the following requirements to be accepted by Jefferson County:

   • Architectural Plans that include multiple pages must be submitted as a single, combined, multi-page PDF file. For example, if an electrical plan set includes five (5) pages, then all five pages must be submitted as a combined PDF file and not uploaded as five individual files.

   • Each sheet within a plan set must be bookmarked, and each plan bookmark should include the prefix of the tract (A for architectural, M for mechanical, P for plumbing, LV for low voltage, E for electrical, S for structural, FP for Fire, LS for life safety, etc.).

II. Document Upload Times

Once you have uploaded and validated your files, they will be processed in our system. Here is what Digital Plan Room (DPR) does with your plans during processing:

1. Separates them into individual sheets
2. Scans them via optical character recognition to identify sheet numbers
3. Attaches them to previously submitted versions
4. Prepares them for web and mobile access

III.   Processing Time

Most documents will only take 1-2 minutes to process, but larger plan sets could take a bit longer. After you have clicked the "Process Files" button, you can close the file processing screen and even exit out of the entire Citizen Access website. Your files will continue to process in our system.

IV.   Email Notice

When the processing is finished, **you will receive an email notification** with a link for you to complete the remaining steps in your submission.

V.   Issues

Issues are items that will need to be addressed and fixed prior to plan approval. Once created, each open Issue will require a brief response in the Plan Room prior to a new review cycle being available to submit revisions.

VI.   Conditions

Conditions are items that may require action by the customer, but do not need to be addressed prior to plan approval. Unlike issues, conditions do not require a response in the Plan Room. However, while the project is being inspected, conditions will need to be met before final approval can be granted.

VII.   Resubmission

Submitting revisions has never been easier. Through the Digital Plan Room, you **only need to submit sheets containing revisions**, not the entire plan package.

At the end of the plan review process, the Digital Plan Room (DPR) will automatically combine all approved versions of each sheet into one final, stamped PDF plan set.

- All initial submission recommendations from above apply to resubmissions
- Do not resubmit the entire plan set, only sheets that contain any changes from your previous submission.
- Sheets must contain consistent sheet numbering between submissions. Replacement sheets will have the same number as the original.

EXHIBIT-1

Sheet Type	Start Page Number With
Architectural/General	A
Architectural/Life Safety	ALS
Architectural Site	AS
Geotechnical	B
Civil	C
Civil Demolition	CD
Grading Plan	CG
Cover Sheet	COVER or CS
Utility Plan	CU
Electrical	E
Electrical Auxiliary Systems	EAUX
Erosion and Sediment Control Plan	EC
Electrical Emergency Power	EEM
Electrical Legend	EL
Electrical Lighting Plan	ELI
Electrical Power Plan	ELP
Electrical Low Voltage Data/Phones	ELVD
Electrical Low Voltage Speaker/Intercom systems	ELVS
Electrical Low Voltage Sprinkler Systems (irrigation)	ELVSS
Electrical Nurse Call Systems	ENC
Electrical Power Distribution/Single Line	EPD
Equipment	EQ
Laboratory Equipment	EQL
Medical Equipment	EQM
Electrical Security Systems	ESS
Fire Protection	F
Fire Alarm	FA
Fire Protection	FP
Fire Suppression	FX
Hazardous Materials	H
Hardscape Plan	HS
Interiors	I
Interior Finish Schedules	IN
Irrigation Plan	IR
Landscape	L
Mechanical	M
Plumbing	P
Structural	S
Telecommunications	T
Survey / Mapping	V
Civil Works	W

EXHIBIT-2

	★ staff determines if necessary	★ if on-site waste disposal	★ if more than 5 lots	
Project Phase		**Required Documents**	**When are they required**	**File Types Accepted**
Site Approval	**Subdivision Case**	Preliminary Plat/Plot Plan	on submission	**PDF Only**
		Water Autority Letter	on submission ★	any
		Fire Dept Letter	on submission ★	any
	Subdivision Plat	Plat Map	on submission	**PDF Only**
	Zoning Case	Plot Plan	on submission	**PDF Only**
		Authorized Agent Form	on submission ★	any
	Site Plan	Site Plan	on submission	**PDF Only**
		Adverse Effects letter	on submission	any
		Transportation Analysis	on submission	any
Building	**Commercial Addition**	Architectural Plan Set	on submission	**PDF Only**
		Cost Estimate Document	on submission	any
		Health Dept Application	on submission ★	any
		Survey	on submission	
	Commercial Alteration	Architectural Plan Set	on submission^	**PDF Only**
		Cost Estimate Document	on submission	any
		Health Dept Application	on submission ★	any
	Commercial New	Architectural Plan	on submission	**PDF Only**
	Residential Addition	Architectural Plan Set	on submission	**PDF Only**
		Cost Estimate Document	on submission	any
		Health Dept Application	on submission ★	any
	Residential Alteration	Architectural Plan Set	on submission ★	**PDF Only**
		Cost Estimate Document	on submission	any
		Health Dept Application	on submission ★	any
	Residential New	Architectural Plan Set	on submission	**PDF Only**
		Initial Foundation Survey	on submission	**PDF Only**
		Health Dept Application	on submission ★	any
		Final Foundation Survey	before Final Foundation inspection	any
		Energy Code Inspection Report	before Building Final inspection	any
	Miscellaneous	Cost Estimate Document	on submission	any
		Health Dept Application	on submission ★	any
	Sign	Signage Plan	on submission	**PDF Only**

Paper Plans Options

If you have paper plans, you have got a few options available.

1. Submit Electronic Plans using DPR (Digital Plan Room)
2. Bring Electronic Plans to Development Services on a USB flash drive.
3. Deliver paper plans for digitizing

Option 1: Submit Digital Plans Using DPR (Preferred)

If you have access to the digital files of your plans, submit your permit application online through ePermitJC and upload plans at the same time (or later if you wish but we cannot issue your permit until we review your plans).

Option 2: Bring Electronic Plans to Development Services

If you need assistance uploading plans, you can

1. Bring your files to our office on a USB flash drive (please, no CD-ROMs) and we can upload your files for you.
2. Depending on the size of the plan files, email or use a file sharing site

With options 1 & 2, you still can access review comments, issues, conditions, and plan sheet mark-ups online through DPR.

Option 3: Deliver Paper Plans for Digitizing

If you are not able to submit your plans in a digital format, we can take the paper copies. However, our team will need to scan and digitize your files and there are associated fees for this service. Contact staff to make arrangements.

To avoid additional fees, your best option is to either apply online and upload plans using DPR or bring your digital files to our office on a USB flash drive.

Plan Digitization Fees:

$50 minimum fee
$50 per hour