

ELECTRONIC DOCUMENT SUBMITTAL STANDARDS

Electronic plans that do not meet these requirements will fail our Application Sufficiency review.

FILE NAMING

All files must be named in the following manner:

1. Plans.pdf – all construction plans.
2. Docs.pdf – supporting documents such as Geotechnical Reports, Studies, Calculations, etc.

DRAWING FILES

Required Sheets

1. Cover Sheet - A cover sheet is required.
2. Parcel ID/Tax Map # and property address (if assigned) must be listed on the Coversheet/Index Page.
3. Index Sheet - An index sheet is required if not on the cover sheet. It must include all plan file page names.

Plan Sheet Standards

1. All plans must be drawn to scale and each sheet should state the scale.
 - a. When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
 - b. There shall be no Untitled Viewports in the plans.
2. For Site Plans: Each sheet shall have the digital State of South Carolina seal and signature of the licensed Surveyor, or Engineer and date.
3. For Building Plans: Each sheet shall have the digital State of South Carolina seal and signature of the licensed Architect and/or Engineer and date.

****Note: One- and Two-Family dwellings meeting the requirements of the South Carolina Residential Code are exempt from the requirements for engineering and architectural review and submittal****

4. Fire Plans: Each sheet shall have the appropriate date, seal and signature of the licensed Architect and/or Engineer/Systems Designer.

Each plan page must have a space reserved for City approval stamps as specified below.

1. Reserve a dedicated 4" x 4" area the bottom right corner for City electronic approval stamps. This area must be completely blank (with exception of a borderline, if any). This reserved area must be in the same location for every page in the plan set.
2. All plans must be uploaded in "Landscape" form in the horizontal position.
3. The preferred drawing minimum size should be 24" x 36".

The diagram illustrates the layout of a drawing sheet. A dashed box in the bottom right corner indicates a 4.00 in. x 4.00 in. area reserved for stamps, labeled "Area reserved for stamps". To the right of this area is a title block containing the following text: "NSTEPROU" (partially visible), "CITY OF GRE" (partially visible), "GREENVILLE", "TYPICAL SE" (partially visible), "DRAWING NO.", and "11".

4. Plans must be submitted in a searchable PDF format (non-scanned).
5. Files must be print ready, i.e. setup properly for printing with title block, no data outside the print area, etc.
6. Pages must be bookmarked for quicker navigation for reviewers. The bookmark index should match the Index sheet.
7. There shall be no comments in the Comments section of the PDF when submitted to the City of Greenville.

DOCUMENT FILES

1. All other support documents such as Geotechnical Reports, Calculations, etc. shall be provided and bookmarked by section in one consolidated PDF file under the Docs designation. Individual pages do not need to be bookmarked in the Docs files, only the sections need to be bookmarked.

REVISIONS

1. When submitting *revised plans*, the applicant must resubmit the complete set of plans and supplementary information, and a separate cover letter that responds to review comments. A partial submittal of individual sheets is not permitted and will delay the review process. A complete set is required to ensure that both your drawing set and the City's plan set remain current and identical throughout the process.
2. Re-submittals, if necessary, must be submitted in the same format and scale as the original submission.
3. All revisions shall be clouded with an explanation from the professional in a response cover letter which addresses all corrections from the plans examiner. The cover letter document must address all review comments from all disciplines. This document must be submitted in a PDF format. Corrections shall be included in a single PDF with the disciplines bookmarked.

PRINT APPROVED PLANS

After an approval has been issued the plans will be electronically stamped by the City. If there is a Storm-Water Pollution Prevention plan (SWPPP), it will also be electronically stamped. You will then receive an e-mail indicating that your application is approved, any comments from reviewers and instructions on how to download your files.

1. *Building type applications*: You will be required to print and have a **Contractor's copy** at the building site at all times.
2. *Site type applications*: You will be required to print a minimum of **three (3)** copies and bring them to the Engineering Department located at 206 S. Main St, 8th floor, Greenville, SC 29601. They will then finalize the plans with the City Engineer's signature. All sets of plans and SWPPP books will be held by the Construction Inspection Bureau until given to the Contractor at the Pre-Construction Meeting. One copy will go to our Construction Inspection Bureau. One other copy is the **Contractor's copy** that is to be at the site at all times.
 - a. **Two (2)** Storm-Water Pollution Prevention Plan Books (if needed), with one being in a three ring binder, will also need to be dropped off with any Site plans per the Engineering departments request. One will go to our Construction Inspection Bureau. The other copy is the **Contractor's copy** that is to be at the site at all times.