

INTRODUCTION

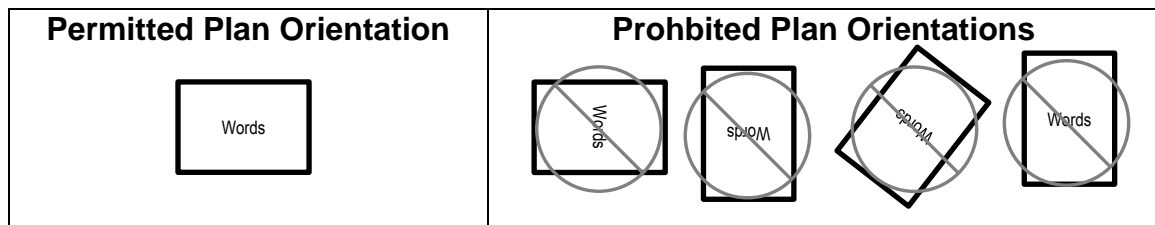
Online submittals save time, money, and reduce errors, when formatted correctly. Your project must comply with our digital submittal requirements. Submissions that do not comply with these requirements will be rejected and/or delayed.

NEW USERS

A week before you plan to submit, please visit TemeculaCA.gov/CSS to register for an online account.

PLAN FILE REQUIREMENTS

- ❑ **File Types:** All files must be in a PDF format. No .ZIP files will be accepted.
- ❑ **Font Types:** Arial is the preferred font. TrueType fonts are required. No decorative fonts will be accepted.
- ❑ **File Encryption:** Files cannot be password protected, locked, or encrypted.
- ❑ **File Scanning:** Plan files should not be scanned. Condition of Approval documents may be scanned and inserted into the documents.
- ❑ **Plan Orientation:** All pages must be properly oriented. Plans must be in landscape view, and oriented so that pages read upright. If any pages are upside down or sideways, the entire submission will be returned.



- ❑ **Export Settings:** Maintain output scale when exporting. Avoid “fit to page.”
- ❑ **Plan Size:** Plans must be a minimum of 11” x 17” for smaller projects (photovoltaics, room additions, etc.). Larger projects (new commercial, new residential, large tenant improvements) must be 24” x 36” (Architectural D).
- ❑ **Bookmarks:** Must indicate sheet name (e.g., S1.0) and sheet name (e.g., foundation plan).
- ❑ **File Drawing Style:** Most plan pages should be in black and white. Color pages shall only be used when appropriate (i.e., photometrics, elevations, rendering views, etc.)
- ❑ **File Numbers:** Page numbering must be positioned in the lower right-hand corner of the sheet.
- ❑ **File Content:** Files should be flattened and/or optimized PDFs:
 - Flatten drawing layers when creating PDFs from CAD
 - Flatten files after-the-fact by using the “Save As/Flatten” option
 - Optimize PDFs using the “Optimize PDF” option within a PDF editor
 - After saving files to a PDF format, make sure that no comments or other editable content are available
- ❑ **Plan Sets:** Plans shall be submitted as one file. Supplemental documentation (engineering, geotechnical reports, etc.) may be submitted as a separate file.



- **Title Blocks:** Sheet title blocks shall remain consistent on each page of the plan sets, **including sub disciplines.**
- **Title Block Information:** All title block sheets must indicate project title, address, tract, parcel number, revision date, and number.
- **Stamp Location:** Reserve a 3-inch by 2-inch space for City stamps in the lower right-hand corner (above the page number) on each sheet.
- **File Names:** Do not use “. & * () {} [] ^ \$ # @ !” or other similar characters in the file name.
 - File names must follow the proper naming convention as demonstrated below (and listed on the next pages)

PLAN FILE NAME FORMAT

B41000MainStSuiteA072315

Type	Address	Unit	Submission
Doc. Type abbreviation	Street Number + Street Name + Abbreviated Street Suffix (Street = St., Court = Ct., etc.)	Suite or Unit + Number (if applicable)	Date MMDDYY

Additional Examples

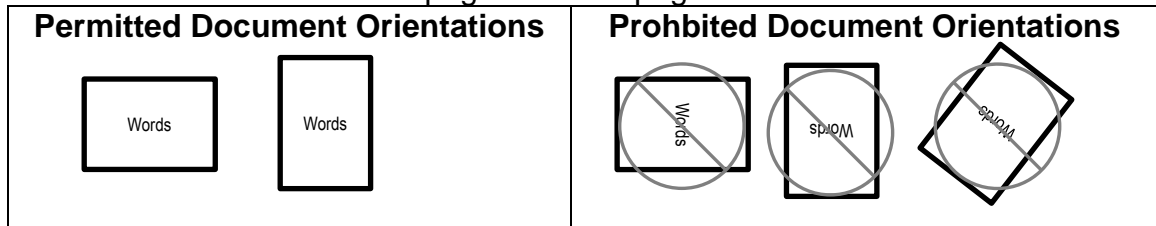
Submittal Type	Example Filename
Initial Submittal	B41000MainStSuiteA072315
Resubmittal Example (date change)	B41000MainStSuiteA090115

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SUPPLEMENTAL DOCUMENTATION REQUIREMENTS

Supplemental documents, reports, calculations, and studies must meet the following requirements:

- ❑ **File Types:** All supplemental files must be submitted as a separate PDF, unless otherwise specified
- ❑ **File Encryption:** All files must be unlocked, flattened, and unencrypted
- ❑ **Document Orientation:** Supplemental documents should be 8 ½" x 11" and oriented in a manner that the pages are all upright.



- ❑ All files must follow the naming conventions listed on the on the next pages

BSTR41000MainStSuiteA072315

Type
Doc. Type
abbreviation

Address
Street Number +
Street Name + Abbreviated
Street Suffix (Street = St.,
Court = Ct., etc.)

Unit
Suite or Unit +
Number (if
applicable)

**Submission
Date**
MMDDYY



Digital Submittal Requirements

Department	Document Type	Document Abbreviation
Building & Safety	Application (Building)	BAPP
Building & Safety	Energy (Title 24)	BT24
Building & Safety	Geotechnical	BGEO
Building & Safety	Hydrology	BHYD
Building & Safety	Outside Agency	BOAG
Building & Safety	Owner/Builder	BOWN
Building & Safety	Plans	B
Building & Safety	Soils Report	BSOI
Building & Safety	Sound	BSND
Building & Safety	Structural	BSTR
Building & Safety	Truss	BTRS
Building & Safety	WQMP	BWQM
Business License	All forms must be uploaded in a PDF format	N/A
Land Development	Visit TemeculaCA.gov/375 to learn more.	N/A
Fire	Above Ground Storage Tank	FAST
Fire	Alarm	FALA
Fire	Application (Fire)	FAPP
Fire	Booth	FBOO
Fire	CO2	FCO2
Fire	Combo (Underground)	FCOM
Fire	DRY Chemical	FDRY
Fire	Fire Hot Works/Welding	FHOT
Fire	Hazards Materials	FHAZ
Fire	High Piled Storage	FHIG
Fire	Hood Suppression	FHOD
Fire	Hydrant	FHYD
Fire	Medical Gas	FGAS
Fire	Sprinklers	FSPR
Fire	Technical Report	FTEC
Fire	Underground	FUND
Fire	Underground Storage Tank	FUST
Planning	Architectural/Site Plan/Elevations/HPR Package	PARC
Planning	Application (Planning)	PAPP
Planning	Biological Reports	PBIO
Planning	Comments (Response to)	PCOM
Planning	Cultural	PCUL
Planning	Drainage	PDRA
Planning	Environmental	PENV
Planning	Geotechnical	PGEO



Digital Submittal Requirements

Planning	Grading (Conceptual)/Civil	PGRA
Planning	Health	PHEA
Planning	Historical (previously approved plans/underlying approvals)	PHIS
Planning	Landscaping	PTRE
Planning	Letters (Outside Agencies)	PLTR
Planning	Map	PMAP
Planning	Material Board	PMAT
Planning	MSHCP	PMSH
Planning	Noise	PNOI
Planning	Photometric	PPHO
Planning	Planning Application	PAPP
Planning	Statement of Justification/Operations	POPS
Planning	Title Report	PREP
Planning	Traffic	PTRA
Planning	Walls	PWAL
Planning	WQMP	PWQM