

PITKIN COUNTY STANDARDS for ELECTRONIC SUBMISSION

FORMATTING REQUIREMENTS

- Do NOT use the color “RED” on plans, drawings, notations, etc.
- Drawings must be Vector (Native) PDF, not scanned or Raster PDF.
- Truetype fonts are required; SHX fonts are not always recognized by Bluebeam and will cause script errors. *If SHX fonts are submitted, the application will be rejected. [Here is a list of acceptable Truetype fonts.](#)*
- Drawings must be formatted on 24” x 36” sheets, with **all viewports removed**. *Drawings will be rejected if not sized appropriately.*
- Supporting Documents should be uploaded as individual files in PDF format.

NAMING STANDARDS

Documents must follow the County naming standards:

Files shall be named in accordance with [the Building Permit Submittal Checklist](#) to keep documents in a standard order for review and archival. The sequencing numbers must appear at the BEGINNING of the file name. Some of the documents may not apply, or a project may require additional information depending on its size, scope, and complexity.

Example:

01. **Statement of Authority**
02. **Owner Acknowledgement Affidavit**
03. **Affidavit of Cost of Construction**

SHEET DISCIPLINE DESIGNATOR

The following discipline designators shall be the first letter of the sheet name.

Example: **A**.1.001 - Discipline Designator

Examples of commonly used designators are provided below, along with several County specific designators. County specific designators are in **RED**.

<u>DISCIPLINE</u>	<u>DESIGNATOR</u>
Title Cover Sheet Summary	1-COVER
Index Sheet Cover Sheet	2-COVER
General (Table of contents-Index)	G
Survey/Mapping	V
Geotechnical	B
Civil (24” x 36”; preferred scale 1” = 20’)	C
Landscape (24” x 36”; preferred scale 1” = 20’)	L
Lighting – Exterior (24” x 36”; preferred scale 1” = 20’)	LIGHT
Architectural (24” x 36”; preferred scale is ¼” = 1’; minimum accepted scale is 3/16” = 1’)	A
Structural (24” x 36”; preferred scale is ¼” = 1’; minimum accepted scale is 3/16” = 1’)	S

Interiors	I
Equipment	Q
Fire Protection	F
Plumbing (24" x 36"; preferred scale is 1/4" = 1')	P
Mechanical (24" x 36"; preferred scale is 1/4" = 1')	M
Electrical (24" x 36"; preferred scale is 1/4" = 1')	E
Other	X
Zoning (24" x 36"; preferred scale 1" = 20')	Z

SHEET TYPE DESIGNATOR

Following the sheet discipline designator is the sheet type designator. Please follow standard numbering below.

Example: A.1.001 - Sheet Type Designator

SHEET TYPE	DESIGNATOR
General (symbol legends, notes, etc.)	0
Civil	1
Plans (horizontal view)	2
Elevations (vertical view)	3
Sections	4
Large Scale Views	5
Details	6
Schedules and Diagrams	7
User Defined	8
3D Representations (If provided)	9

SHEET SEQUENCE NUMBER

The sheet sequence number identifies each sheet in a series with the same discipline and type. All sheets must have a sequence number. Number sequencing starts at 001. If additional sheets are later uploaded for plans review, their number will continue the sequence already started for a series.

Example: A.1.001 - Sheet Sequence Number

REVISED DRAWINGS DURING PERMIT REVIEW PROCESS

- Only revisions in direct response to plans examiner deficiencies will be accepted.
- Do not cloud revisions.

REVISED DRAWINGS IN CHANGE ORDERS

- Sheet numbers must match the sheet numbers in the main building permit unless it's a new sheet.
- All revisions must be clouded.
- The revision date must be updated in the title block.
- Narrative description of changes is required.
- Make sure to update the description of work on the change order permit application as well. This can be brief.