

Drawing File Requirements

Digital File Requirements

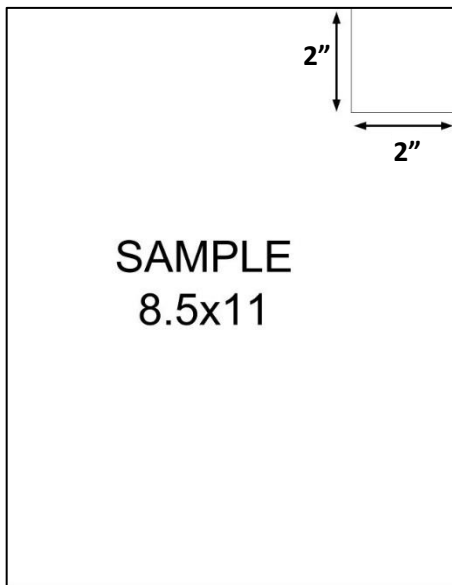
- **Drawing Files:** Each sheet/page of the drawing shall be uploaded as a separate file and in landscape orientation. Drawing files will be rejected if uploaded as a multi-page document or incorrect orientation. Programs like Adobe Acrobat Professional or NitroPDF allow you to convert all the pages in a multi-page PDF file to individual PDF files.
- **Supporting Document Files:** All files required as part of the application submission, other than drawing files (e.g., Structural Calculations, Geo-Tech Reports, Easement Letters, Application Narrative and Certifications) shall be uploaded as separate multi-page documents.
- **File Naming Standards:** For drawing files, always name them starting with 001, 002, etc. to ensure the files stay in the proper order (e.g., 001-TitlePage, 002-SitePlan, etc.).

Border and Reserved Space Requirements

Blank space on the plans and documents is needed so that the City can place its stamp when the plans have been approved. The following locations are required to ensure that when viewed, the Approval Stamp is visible and does not cover text or line work.

Sheet Size	Stamp Location	Reserved Space (Dimensions)
8.5" x 11"	Top right corner	2.0" x 2.0"
11" x 17"	Top right corner	2.0" x 2.0"
24" x 36"	Top right corner	4.0" x 4.0"
30" x 42"	Top right corner	4.0" x 4.0"
36" x 48"	Top right corner	4.0" x 4.0"

An area located in the top right corner of all drawings shall be reserved for the City of Folsom electronic stamp, as shown on the following page. The stamp location allows for a ½-inch border on the plans.



File Type Requirements

- Drawings: Adobe Portable Document Format (.pdf) or AutoCAD (.dwf)
- Supporting Documents: Searchable PDF files are preferred for calculations, reports, and other non-drawing files.

- ProjectDox does not support 3D files. If you are interested in submitting a 3D-file please contact City staff.
- If applicants choose to create PDF files, “Smart PDF’s” are preferred (i.e. text searchable, maintains layers, and retains calibration settings).

The following table highlights acceptable formats:

Acceptable Formats	
Drawings	.PDF and .DWF
Supporting Documents	.PDF, .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PPS, .PPSX, .JPG, .TIF, .PNG, .IMG, .GIF, .TXT, and .RTF

Electronic Stamps and Signature Requirements

When applicable, files must be electronically stamped with a signature in accordance with the California Building Code (CBC). There are specific provisions for electronic signatures within the Rules and Regulations. Architects and Engineers are responsible to meet the rules. The following links are provided for further information:

- **Architects:** [California Architects Board Stamp Requirements](#)
- **Engineers:** [California Board for Professional Engineers, Land Surveyors, and Geologists](#)

Drawing Scale Requirements

- All plans must be drawn to scale.
- Each sheet must have an independent scale (i.e. 1in = 40ft or 3/16in = 1ft)
- When more than one scale is used on a sheet, an independent scale must accompany the applicable detail.