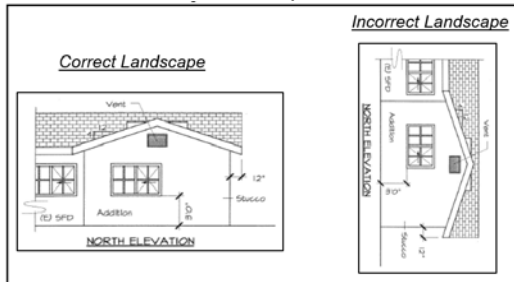# DIGITAL SUBMITTAL REQUIREMENTS

General Requirements

☐ **Orientation**: Landscape

☐ **Agency Requirements**

To access Menlo Park Fire, Digital Plan Submittal Requirements:

Link: https://www.menlofire.org/plan-submittal

Plan Creation Checklist

☐ **File Type**: PDF

☐ **Minimum Scale**:
- ¼" = 1'–0" for building plans, elevations, and sections
- ¾" = 1' – 0" for building details and sections

☐ **Bookmarks, Digital**:
- Yes – must indicate sheet number (e.g., A1.0) and sheet name (e.g., FOUNDATION PLAN)

☐ **Protected or Locked Files**: No

☐ **Minimum Font Size**:
- 10 pt. or 1/10" in height

☐ **Title Block**. All sheets must include:
- Project Title and address (e.g., MARTIN RESIDENCE – 123 STREET, CITY, CA, 94303)

☐ **Zip File**: No

☐ **Sheet Count**:
- Sheet index on cover sheet. Sheet count must match the submitted plan set.

- Sheet Number (e.g., A1.0)
- Revision Number
- Revision Date

☐ **Grouping**:
- Multiple Sheets – Set of Drawings must be combined into a single document. If the file size exceeds 100MB. Drawing set can be broken down into volumes by discipline including Architectural, Structural, MEP, etc.

☐ **Resubmittals**
- Plans must be in the same order as previous submittals. If the sheets are removed or added, sheet and previous sheet numbers must not be changed.

Report and Calculation Creation Checklist

☐ **File Type**:
- PDF

☐ **Protected or Locked Files**:
- No

☐ **Orientation**:
- Portrait

☐ **Table of Contents**:
- Key sections must be identified in Table of Contents

☐ **Zip Files**:
- No

☐ **Bookmarks, Electronic**:
- Yes. Must be at a minimum consistent with Table of Contents

☐ **Page Number**:
- All pages must be numbered

☐ **Grouping**:
- Multiple Sheets

☐ **Minimum Font Size**:
- 10 pt. for electronically prepared files

☐ **Font Style**:
- Open Type for electronically prepared files.

☐ **Signatures and Stamps**:
- Cover page only (Engineering calculations, letters and reports).