



## ELECTRONIC BUILDING PLAN COMMON ERRORS

Prior to submitting plans for Electronic Plan Review, an applicant should use [Scout PDF Analyzer](#) to prevent any delay during the submittal process. Scout analyzer reviews plans for any reason of why the document will be rejected once uploaded into Citizen Access. Any PDF document that does not pass the Scout analysis cannot be submitted for Electronic Plan Review.

Below are common issues found in Initial Submittal:

Issues	Description	Reason/Solution
<b>File Size</b>	Accepted files up to 400MB. Files larger than 400MB will be rejected	Reduce file size by combining sheets if necessary or reduce resolution of PDF, but no less than 150 DPI.
<b>Page Size</b>	Sizes less than 8.5"x11" or larger than 36"x48" will be rejected.	Sizes outside of these limits are not considered standard printing sizes
<b>Page Access</b>	Program will identify the text in each document for legibility. If a page is not readable, the file will be rejected	Use TrueType fonts rather than Outline, Broken, or Handwritten Fonts.
<b>Page Orientation</b>	If pages are various orientations, there will be an issue with reading the documents	The file will still be accepted, but may result to a difficult review process and may delay to project.
<b>Filename Special Characters</b>	Do not use Special Characters such as & # % ! * +. Plans will not be allowed	Remove these characters from file name. These characters will be rejected and will not upload the plans

---

### Future Unlimited

---



Below are common issues found in Resubmittal's:

Issues	Description	Reason/Solution
<b>Page Order</b>	Program will identify a change in the order of pages from 1 <sup>st</sup> reviewed submittal and can cause delays.	Do not reorder pages. If new pages are added or requested, they should be added to the end of the plan set.
<b>Number of pages</b>	If page count is reduced, the program will not allow a reviewer to issue corrections or approvals until an equal number of pages is submitted.	If pages are no longer needed, do not delete pages. You may "X" out page or insert a blank sheet with same Title Block.
<b>Format Changes</b>	Resubmittal's will not be accepted if the file is not matching the original submitted file.	<b>CORRECT</b> 1 <sup>st</sup> submittal: PLANS 11111 BROOKSHIRE 2 <sup>nd</sup> submittal: PLANS 11111 BROOKSHIRE <b>INCORRECT</b> 1 <sup>st</sup> submittal: PLANS 11111 BROOKSHIRE 2 <sup>nd</sup> submittal: PLANS 11111 BROOKSHIRE REV2

---

## Future Unlimited

---