

City of Pasadena

BUILDING & SAFETY

ePlans - Formatting Requirements for Electronic Plans



Portable Document Format (PDF) is the industry standard for electronic plans. Building & Safety only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

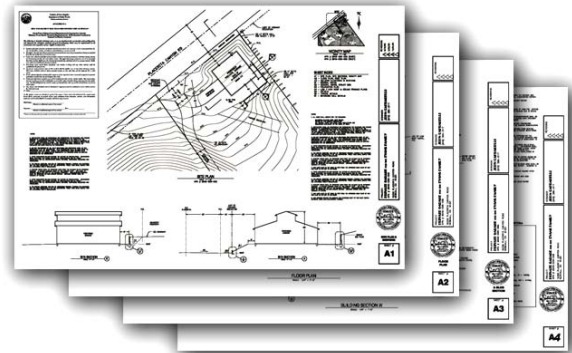
PDF File Requirements:

Multiple Layers: Not permitted. Layers must be merged or flattened.

Grouping: Multiple-sheet PDF (single file with multiple sheets)

Media: Embedded media files (audio/video) are not permitted.

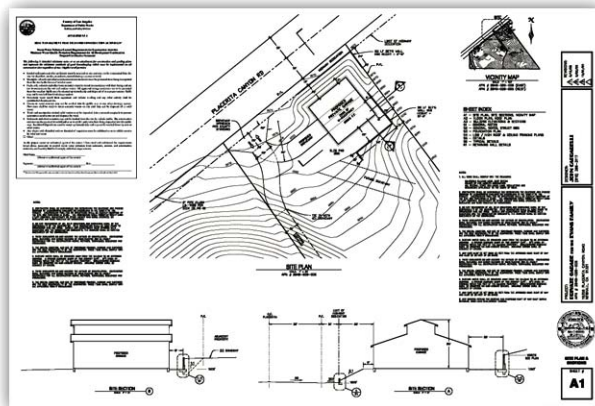
Security: Locked/password-secured PDF files can not be marked up and are not permitted for review files.



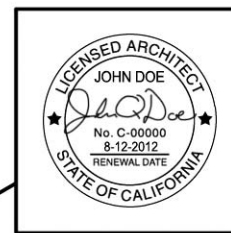
plans.pdf (multiple sheets)

✓ Correct

Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).

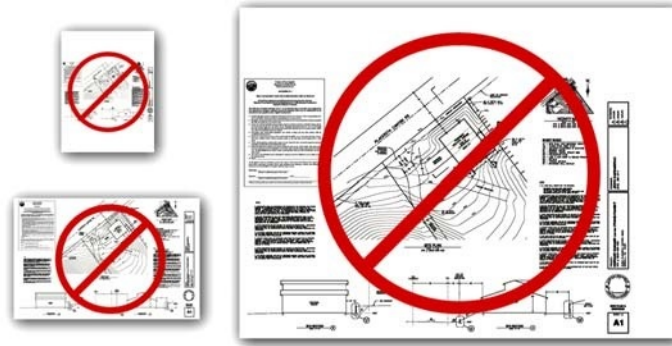


✓ Correct



Only one hard copy of the plans will be required for the job site. This copy must include the City's stamp of approval.

PDF Files which do not display properly will not be accepted for review.



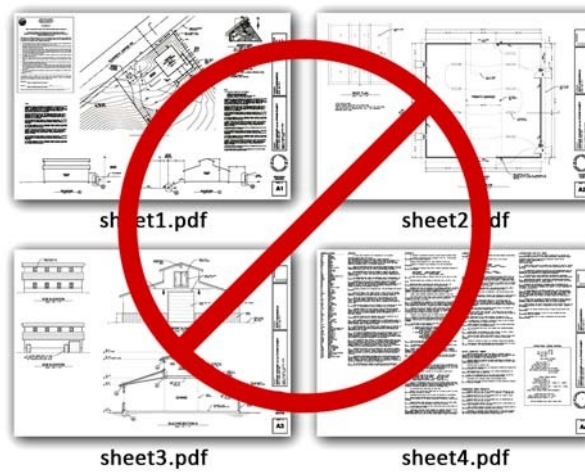
Incorrect sheet size, scale, or margins will not be accepted.



Color plans will not be accepted.



Incorrect orientation will not be accepted.



Individual files for each sheet of the plans will not be accepted.