Littleton *Colorado*

Building Division
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ELECTRONIC FILE SUBMITTAL REQUIREMENTS

This guide shall be used as a standard for submitting electronic files such as construction documents to the City of Littleton. Failure to comply with the standards listed below will result in a rejection of your submittal.

Formatting for Attachments
All documents are required to be unlocked, scaled, and full-size.
- Files must be unprotected or unlocked in order for the plans examiner to note corrections or comments. Submittals that are locked will be considered incomplete and rejected.
- Drawings must be submitted in PDF format and in black and white. Image files such as .jpeg, .tiff, .png, or similar will not be accepted. Submitting image files will result in the submission being rejected.
- Scanned documents must be legible and scaled.
- Each plan sheet must be clearly marked notating the content of the page. *Example: Page 1 – Floor Plan.*
- All pages must be rotated to an upright orientation.

Drawing Standards
- All text shall be legible with a reasonable font size such as 10 or larger.
- Plans stamped "Preliminary" and/or "Not for Construction" are unacceptable.
- All pages must be rotated to an upright orientation.
- Each plan sheet shall include the project name and/or address.
- Drawings shall be scaled to 1/4"=1' 0" or larger.
- Resubmittals shall be complete sets. *Example: If you are resubmitting Civil Documents, the applicant shall resubmit the entire civil document plan pack.*
- When uploading files to etrakit, your files will need to be combined in accordance with the upload screen you are working in. Failure to combine the files accordingly will be an incomplete submittal and the project rejected. Please pay close attention to this when uploading files.

File Name Standards
- Files shall be named according to what the file denotes/describes. Example: Architectural Drawings should be named "Architectural Drawings". Files named with unidentifiable names such as default names from scanners or default names from your PDF creator will be rejected.
- **File names cannot have any special characters**.

Q & A for File Uploading and Formatting

Question:	How do I combine multiple PDF's into a single file?
Answer:	Several PDF programs are widely available - many at no cost to you - that can be used to merge, rotate, manipulate, and/or rearrange PDF files. It is the applicant's responsibly to adjust his or her files accordingly. City administration will not be available to do that on your behalf.
Question:	Why do my files need to be unlocked in order for my project to be accepted for review?
Answer:	Locked files are not editable. Therefore, the city cannot note their markups, point out areas of concern, add comments, or place their seal on the construction approved set of documents. If your files are locked, it is likely one of two things: (1) the files contain a digital signature or (2) locking the file is a default setting in your PDF creator. It is suggested that your design professional place their seal and signature as an image on their PDF and that you check your default settings prior to creating your PDF.
Question:	Why is the city requiring these standards with electronic submittals?
Answer:	Setting limitations on what the city will accept will lessen the administrative time needed for your submittal and ensure a timely review of the document. Failure to comply to these standards will, at minimum, delay your review time but most likely result in a rejection of your submittal.