

MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

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LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS
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Building Permit Electronic Submittal Requirements

All documents submitted electronically must conform to the following document standards. Your application could be significantly delayed if you submit documents that do not conform to these standards.

All electronic submittals must be accompanied by two hard copies of plans and supporting documents which meet the following requirements:

- Plans must be legible and drawn to scale.
- 24”x 36” is the preferred plan sheet size.
- 8.5”x 11” is preferred for calculations, reports and similar documents.
- 1/16” =1’-0” scale for site plans, 1/4 ” =1’-0” scale for floor plans, and 3/4” =1’-0” scale for details is preferred.
- If smaller sized plan sheets or drawing scales will be used, please confirm acceptability with permit counter staff.

File Format	<ol style="list-style-type: none"> 1. Each submittal item, especially plans, should be contained in one PDF file that is compatible with Adobe Acrobat DC. 2. PDF Portfolios should not be used as part of the submittal package.
Naming Convention	Documents should be clearly named based on the file contents, for example: Plans: PLAN_SET Geotechnical Report: GeoTech_RPT
Size Limitation	There is size limit of 64 MB for all files. Optimization tools found in Adobe Acrobat should be used to minimize file size. Please contact us if you are still unable to meet file size requirements. We will work with you to so that you will still be able to submit your application electronically.
Signature Requirements	Plans prepared by a Licensed Professional must contain a raster image of the Professionals stamp and wet signature.
Security	PDF document security settings must allow staff to mark up the PDF file, and create comments. Do not “lock” or password protect the document.

Scale	PDF exhibits must be generated at a prescribed scale (i.e. 1/4" = 1'-0", or 1/8" = 1'-0") in order for staff to verify dimensions and areas within the file, using the built-in Acrobat measuring tool. Graphic scales may also be included, but are not required.
Page Orientation	Page Orientation: All plans must be oriented so the top of the page is always at the top of the monitor, and set to landscape. A north arrow must be provided on all plans. All supplemental information must be oriented so the top of the page is always at the top of the monitor in either portrait or landscape format based on the supporting documents provided. All supplemental information must be sized at 8-1/2" x 11" or 11"x 17".
Flattening	When converting from an original CAD file to a Portable Document File (PDF), please make sure to flatten the document. Layers and comments from the CAD file should not remain in the resulting PDF.