

PDF File Format Requirements

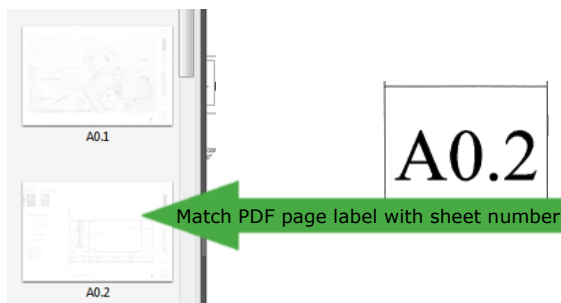
The City of Issaquah accepts most permit types online through [MyBuildingPermit.com](https://mybuildingpermit.com). All documents submitted must be PDFs. This document contains the requirements for PDF submissions. Files not meeting these specifications will not be reviewed and considered incomplete.

File size and type requirements

- Document must be in Portable Document Format (PDF).
- Individual file sizes must not exceed 200 MB.
- Security settings must be unrestricted (unlocked). PDF/A (archival) format is not acceptable.

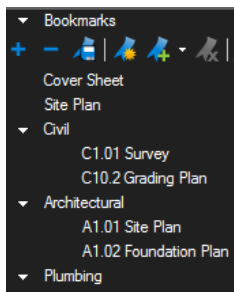
Drawing Requirements

- Combine all plan set pages into one PDF file.
- Sets over 150 pages must be broken into volumes. Each volume requires a cover sheet with an index encompassing all volumes.
- Orient all sheets so the top of the page is at the top of the screen.
- All sheets must be the same size. For example, do not combine 24" x 36" sheets with 8.5" x 11".
- Each PDF page label must match the sheet number of the page:



PDF Bookmarking

All documents, reports, and plans must be bookmarked. Plan sets must be labeled with sheet number and name, grouped by discipline.



Supplemental Document Requirements

- Each supplemental document must be uploaded as a separate PDF.
- One PDF file per document (do not upload individual pages as separate files).
- Every page must be oriented so the top of the page is at the top of the screen.
- The PDF page labels must match the page number of the actual document.
- Whenever possible, export the PDF from the original source (do not scan).

Font Type and Size

All text should be easily readable. Clarity must be equivalent to or better than Arial or Calibri. Font size must be at least 10pt.

Scanned Documents

- PDF documents produced by scanning paper documents are lower resolution and have a larger file size than PDFs produced from electronic sources. Avoid creating PDFs via scanning whenever possible.
- Paper documents should be scanned at a resolution which ensures the pages are legible both on a computer screen and when printed.
- Scanning should be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. All pages must be properly labeled and oriented so that the top of the page is at the top of the computer screen. If your software supports OCR (Optical Character Recognition), please run it.
- Upside down and sideways scans will not be accepted.

Flatten Markups

All components of the plans including lines, stamps, and signatures must be flattened before submittal.

Approval Block

Supply a 2" x 2" reserved blank area in the title block of each page for the City's approval stamp.