



It is strongly suggested that if any of the following information regarding PDFs is unclear, that you contact one of the local blueprint reprographics shops for assistance.

Please provide PDF Plans with the following formatting specifics:

- Sheet size of plans shall be 18" x 24" (C size) minimum and 36" x 48" (E size) maximum.
- The cover page must have at least a 12" x 12" blank space for City approval stamps.
- Save the file in either 1-bit (monochrome) or 8-bit (grayscale).
- Ensure all layers are flattened in the authoring program prior to export and submittal. A properly formatted and compressed raster PDF file should not exceed 2 megabytes (MB) per page.
- Plans must be at a resolution of 300 dpi.
- For large plan sets of 20 pages or more, provide separate PDF files grouped by trade. For example: Architectural.pdf, Structural.pdf, Electrical.pdf, Mechanical.pdf, Landscape.pdf, Geotechnical Report.pdf, Soils Report.pdf, Structural Calculations.pdf, Energy Forms.pdf, Correspondence.pdf, etc.
- PDF documents created from electronic sources are preferred. However, documents which are only available in paper format may be submitted as scanned document PDFs. Original paper documents must be as clean as possible and scanned at a resolution (300 dpi) which ensures the pages are legible when viewed on a computer screen and when printed.

Process for Submitting Electronically:

- Fill out a master application here:
<https://www.santabarbaraca.gov/civicax/filebank/blobdload.aspx?BlobID=17488>
Save it as a PDF. Save all plans and supporting documentation in PDF format.
Go to the Citizen Access Portal here; <https://landuse.santabarbaraca.gov/>
If you do not already have an account, click Create Account and follow the prompts. Once you have created an account, Log-in. Click Building then Create an Application. Follow the prompts to create the application and upload your documents. Counter staff will contact you with any additional information or steps to follow. There is additional information and instructions at:
<https://www.santabarbaraca.gov/gov/depts/cd/building/acabuildingpermits.asp>

Questions regarding submittals may be directed via email to CDbuildingcode@santabarbaraca.gov

File Naming Convention:

- See the following pages for information about the required naming standards:

File Naming Requirements for Electronic Plan Submittals

Submittal Naming Standards – ALL Building Permits

File Naming Standards allow for clear identification of plans/documents/correspondences by naming convention: vector file types such as .PDF facilitate the most efficient viewing of documents. **Plans must be submitted in a PDF Format.**

File Naming Requirements (Initial Uploads for New Submittals)

Plan sets **less than 20 pages** need to be saved as a single PDF document. Large Plan Sets **greater than 20 pages** need to be divided into smaller PDF file sets to facilitate Electronic Plan Review. Follow the naming convention below. All uploaded files must be designated a file type. From the **Type** pull down menu select the corresponding document type. If the document type is not indicated, select document or correspondence, the one that best references the file. **Electronic plans/documents that do not meet these naming requirements may be delayed in processing or returned.**

File Name: Plan Sets < 20 pages	Type ▼	Description (if needed)	Specific Instruction
1 st Submittal.pdf	Plans		Single PDF file

File Name: Large Plan Sets > 20 pages	Type ▼	Description (if needed)	Specific Instruction
1 st Submittal Architectural.pdf	Plans		Single PDF file
1 st Submittal Structural.pdf	Plans		Single PDF file
1 st Submittal Electrical.pdf	Plans		Single PDF file
1 st Submittal Mechanical.pdf	Plans		Single PDF file
1 st Submittal Landscape.pdf	Plans		Single PDF file
Additional sets name accordingly.			Single PDF file

Supplemental Document Naming: For supplemental documents select the corresponding File Type from the **Type** pull down menu. If file type is not referenced in the pull down menu categorize as a **document** or **correspondence**. Additional supplemental documents should be named clearly identifying the document submitted and file type.

File Name: Supplemental Documents	Type ▼	Description (if needed)	Specific Instruction
Access Compliance Form.pdf	Document		
ADU Photos.pdf	Photos		
ADU Worksheet.pdf	Document		
APCD Clearance Form.pdf	Document		
BFE Documents.pdf	Document		
Construction Valuation.pdf	Project Valuation		
(Arch/Civil/Eng/Elect)Electronic Signature Form.pdf	Document		ie. Arch Electronic Signature Form.pdf
Energy Calcs.pdf	Energy Cals		
Flood Documents.pdf	Document		

Master Application.pdf	Correspondence		
Notice of Violation.pdf	Document		
Owner Agent Forms.pdf	Document		
Project Clearance Form.pdf	Document		
(1 st /2 nd /3 rd) Submittal Pulled Sheets.pdf	Plans		i.e. 1 st Submittal Pulled Sheets.pdf
School Fee Form.pdf	Document		
Soils Report.pdf	Soils Report		
(FAU/AC/FIR) Spec Sheets.pdf	Document		i.e. FAU Spec Sheets.pdf
Structural Calcs.pdf	Structural Calcs		
(1 st /2 nd /3 rd) Submittal Transmittal Sheet.pdf	Correspondence		i.e. 1 st Submittal Transmittal Sheet.pdf
Additional Supplement Documents name accordingly			

Resubmittal Document Naming: Make sure corresponding documents are labelled correctly as shown in table.

File Name: Resubmittals	Type ▼	Description (if needed)	Corresponding Documents	Specific Instruction
2 nd Submittal.pdf	Plans Structural Calcs		1 st Submittal Correction Responses.pdf (in response to the previous review) 2 nd Submittal Structural Calcs.pdf	Indicate in the file name which submittal is referenced (Include correction list and correction responses in a single PDF file)
3 rd Submittal.pdf	Plans		2 nd Submittal Correction Responses.pdf (in response to the previous review)	
4th Submittal.pdf	Plans		2 nd Submittal Correction Responses.pdf (in response to the previous review)	

Revision Document Naming: Revisions must reference the original issued permit in the description and indicate which Revision it is i.e. Revision 1, Revision 2, Revision 3, etc.

File Name: Revisions	Type ▼	Description (if needed)	Corresponding Documents	Specific Instructions
1 st Submittal Revision 1.pdf	Plans	Revision to BLD20__-0__		Indicate which Revision 1,2,3 etc.
2 nd Submittal Revision 1.pdf	Plans		1 st Submittal Correction Responses.pdf (in response to the previous review) 2 nd Submittal Structural Cals.pdf	Indicate in the file name which submittal is referenced (Include correction list and correction responses in a single PDF file)
1 st Submittal Revision 2.pdf	Plans	Revision to BLD20__-0__		Indicate which Revision 1,2,3 etc.
2 nd Submittal Revision 1.pdf	Plans		Same as above	Same as above