

These guidelines must be followed to ensure submittals qualify for EPR intake. Submittal files that do not meet these requirements will be rejected at intake until uploaded correctly.

File Requirements

1. All files must be PDF only
 - a. Zip files are not accepted
2. All files must be unlocked and unprotected to allow reviewer markups & stamps.
 - a. No digital signature certifications allowed
 - b. Layers must be merged or flattened
3. All sheets must be oriented so that the top of the document corresponds with the top of the computer monitor.
4. Only the following sheet sizes can be submitted electronically
 - a. 8 ½" x 11", 11" x 17", 24" x 36", 30" x 42".
5. All buildings plans must be drawn to scale and state the scale.
6. All buildings plans must use TrueType fonts.
Recommended fonts include Ariel, Times New Roman, Courier, and Helvetica.
7. All building plan sets are to be consolidated into a single file, multi-sheet PDF, separated by discipline. (i.e Site Plans, Architectural Plans, Structural Plans, Electrical Plans, Civil Plans)
8. Supporting Documents are to be consolidated into a single file, multi-sheet PDF, separated by content. (i.e IECC Reports, Geotechnical Reports, Special Inspection Forms)
9. All files must follow the naming requirements listed below.

File Name Requirements:

1. All files submitted for first review must include '_V1' at the end of their file name
2. File names must clearly identify its contents
3. Underscores (_) should be used instead of spaces
4. Files names must not exceed 30 characters
5. Do not use any of the follow special characters /? < > \ : * | " (% . + , \$ #).
6. See examples on Page 2

<u>File Contents</u>	<u>File Name Example</u>
<p>Architectural Plans: Files that contain architectural design, mechanical, plumbing, and electrical sheets (Only include electrical if service is under 400 amps*)</p> <p>Structural Plans: Files sealed by an engineer that contain details on connection point loads, structure reinforcement, and foundation/wall stability plans.</p> <p>Electrical Plans: Files that contain electrical engineering greater than 200 amps</p> <p>Site Plan: File that contains general site dimension information like distance of setback, property lines and adjacent Right of Way.</p>	<ul style="list-style-type: none"> • Architectural Plans: Arch_Plans_V1.pdf • Structural Plans: Struc_Plans_V1.pdf • Electrical Plans: Elec_Plans_V1.pdf • Site Plan: Site_Plan_V1.pdf <p>Be sure first review files include ‘_V1’ at the end of each file name.</p> <p>Resubmitted Files Names must be consistent with previous submittal and include the next _V#.</p> <p>EXAMPLE File received with markups is titled Arch_Plans_V1.pdf</p> <p>Resubmitted file must be titled Arch_Plans_V2.pdf</p>
<p>Supporting Documents: Calculations, reports, & certificates are to be consolidated into single file, multi-sheet PDF and named according to their content.</p> <p>Be sure first review supporting documents include ‘_V1’ at the end of each file name.</p>	<ul style="list-style-type: none"> • Geotech_Report_V1.pdf • Spec_Insp_Forms_V1.pdf • Struc_Calcs_V1.pdf • IECC_Mech_V1.pdf
<p>Reference Documents: Other documents that are included with submittal but do not need formal review or stamping.</p> <p>Be sure reference files include ‘_REF’ at the end of their file names.</p>	<ul style="list-style-type: none"> • Appr_G&D_REF.pdf • Appr_Site_REF.pdf • County_Permit_REF.pdf • Email_From_Reviewer_REF.pdf

Additional Submittal Resources

Click the link for a [City of Phoenix Electronic Plan Review Customer Guide & FAQs](#)

Click the link to access [SHAPE PHX Customer Portal Video Tutorials](#)

Click the link to access the [SHAPE PHX Customer Portal](#)

Click the link to access the [Residential Plan Submittal Checklist](#)

Contact EPR Support Team by email at epr.support@phoenix.gov for assistance using SHAPE PHX Customer Portal

Contact the Residential Plan Review Team via email residential.building@phoenix.gov for Residential Building Code questions.