



## **MACON-BIBB COUNTY BUSINESS DEVELOPMENT SERVICES**

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# **ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS**

The following checklist applies to all electronic documents submitted for permitting purposes. Compliance with these requirements does not guarantee that the construction documents (plans, specifications, etc.) will be accepted on the first submittal but will aid in reducing the number of resubmittals required due to lack of information or conflicting information being provided.

This checklist should not be considered as being all inclusive since some exception to this process may be granted prior to submittal. The document designer is responsible for verifying and accurately depicting all information necessary to clearly convey the scope of work and compliance with the adopted codes and standards. Macon-Bibb County reserves the right to require additional information as needed to verify compliance.

In addition to the information outlined within this document, please verify compliance with the paper submittal requirements for your type of project. As an example, commercial projects must comply with plan submittal requirements for commercial projects. Fire alarm and automatic sprinkler systems must comply with the submittal requirements for those types of project.

Electronically Submitted Documents will need to include the following features necessary to complete the plan review process. These requirements are in addition to the plan submittal requirements for required for paper plans submitted for review and permitting. Failure to comply with these requirements may result in approval delays and possible assessment of additional plan review fees for review delays:

- ✓ All Documents shall be in Portable Document Format (PDF) and NOT drawing (DWG) or computer aided design (CAD) documents
- ✓ The individual File Size for any single PDF submittal uploaded through Community Connect may not exceed 200MB; however, you may upload multiple individual files not exceeding 200MB for your permit application.

NOTE: Community Connect is the online portal used by Macon-Bibb County to submit and permit projects online. To create an account, please contact the Permitting Section at [buildingpermits@maconbibb.us](mailto:buildingpermits@maconbibb.us) and request a Community Connect account.

- ✓ The plan set submitted in PDF must have all design disciplines (architectural, structural, mechanical, electrical, plumbing, etc.) grouped within the same document. Larger projects exceeding 200MB file size may have a separate PDF for each design discipline to reduce the file size below 200MB.

- ✓ Orient all sheets so the top of the page is at the top of the computer screen and the title bar is on the right side of the screen.
- ✓ In addition to being oriented correctly, all sheets within the submittal must be placed in order reflected within the sheet index for the plan set.
- ✓ All documents created using CAD or similar drawing files shall have all layers flattened prior to submitting as a PDF. Without flattening the layers, the design information can be altered/filtered and not allow certain review features to function properly. Scanned documents are inherently flattened.
- ✓ Scanned documents submitted as PDF must be legible. The resolution of some scanned documents may fail to provide the level of resolution necessary to review.
- ✓ Documents submitted with "Security Settings" shall not prevent this municipality from completing the review and permit issuance process. This may include but is not limited to submitting documents that are locked or require electronic signatures.
- ✓ Minimum Drawing Quality must include:
  - Drawings must be easy to read and free of extraneous information or markings.
  - Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
  - All code information must be conveyed in a clear and legible manner for review and field inspection purposes.
  - Text and lines must be in black ink. Colored texts and lines create legibility issues with documents under electronic review. The title block, cover sheet and artist rendering of the building or structure may be in color, but all other information must be limited to black ink.
  - Fonts must have a clarity equivalent to, or better than Arial, Gill Sans, or Tahoma. Proprietary or custom fonts may be accepted when rendered as a PDF, but the font must be legible and the font size for text must be a minimum of 10 pt. or 3/32" for CAD prepared documents.
  - Scanned hand drawn documents must be legible in font and drafting detail. Scanning must be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. Full-photo scan settings for copies must be avoided.
- ✓ Minimum Drawing Size Requirements shall be:
  - 11" x 17" for minor residential and commercial permits
  - 22"x 34" for commercial permits
  - Smaller sheet sizes for permit applications may be acceptable but must be approved by Macon-Bibb County Chief Building Official or Plans Examiner prior to submittal.

**The following features are optional to increase review efficiency and decrease review timelines but are not necessarily required for your submittal:**

- ✓ Standardized layouts help plan reviewers navigate the plans
  - Where possible, each drawing sheet should have one scale. Detail sheets with multiple scales are not preferred.
  - Allow space for approval and informational stamps to be applied on the Cover Sheet
  - The orientation of the structure should be the same across all design disciplines (architectural, structural, fire, mechanical, electrical, and plumbing, etc.)
- ✓ The use of a Cover Sheet index, with **bookmarks and hyperlinks** are strongly encouraged when there are multiple pages within the PDF submittal
  - A drawing index provided on the cover page should be specific to the drawing submittal and match the sequence of the sheets contained within the set.
  - Bookmarks should match the index sequence and be named in a way, so the reviewer can quickly move from sheet to sheet.
  - Bookmark settings should be set to open each page at full view.
  - Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.
- ✓ Additional Suggested Enhancements for PDF Submittals
  - PDF authoring tools should be set to Vector not Raster. For additional information on the differences between Vector and Raster review the article at: <https://support.bluebeam.com/articles/raster-vector-and-text-whats-really-in-my-pdf/>
  - Plot location should be consistent throughout each drawing set or document, and consistent between original submittals and resubmittals.
  - Maintain Output Scale - please do not use "Fit to Page."
- ✓ Provide a graphic scale in the title block or sheet for verifying output scale.
- ✓ Viewports used during the drafting process should not be included in the final output for submittal.
- ✓ Use of Cross-Hatching Fill Patterns should be minimized. Where hatch fill is required, please use efficient parallel line fill patterns as much as practicable. Provide a legend to explain what each fill pattern represents.

- ✓ Font Type should be TrueType (SHX fonts are typically in Raster format and not preferred). Please do not embed fonts.
- ✓ Do not include layer information from the drafting program.

To learn more about the suggested enhancements above, please review them online through the Construction Progress Coalition at <https://www.constructionprogress.org/pdf.html>

**The electronic document submittal process through Community Connect will allow the applicant to complete the entire process without printing plans until after permit issuance. For an overview of the process, please review the process flowchart in the Appendix of this document.**

**APPENDIX – Process Flowchart for Electronic Document Submittal & Review**

