



## Town of Beaux Arts Village

10550 SE 27th St, Beaux Arts, WA 98004

Town Office: 425.454.8580 Building Department: 425.269.6985

[bldgdept@beauxarts-wa.gov](mailto:bldgdept@beauxarts-wa.gov)

### **PDF FILE FORMAT REQUIREMENTS**

To maintain consistency, all documents submitted electronically must be in PDF file format. This document lays out the minimum requirements for a PDF file.

#### **File size and type requirements**

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

#### **Drawing Requirements**

- Combine all plan set pages into one PDF document.
- Sets over 150 pages must be broken into volumes. Each volume requires a cover sheet with index.
- Orient all sheets so the top of the page is at the top of the screen.
- All sheets must be the same size (do not combine 24" x 36" sheets with 8½" x 11")
- Each PDF page label must match the sheet number of the page:

#### **PDF Bookmarking**

- Plan sets must be fully bookmarked with sheet number and name, grouped by discipline.

#### **Flatten Markups**

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

#### **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 when printed. Clarity must be equivalent to or better than the theme fonts Arial, Gill Sans or Tahoma. Font size should be minimum 10pt.

#### **Scanned Documents**

PDF documents produced by scanning paper documents are inherently inferior to those produced from electronic sources and the document file size is greatly increased.

Paper documents should be scanned at a resolution which ensures the pages are legible on both 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 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.