

General Attachment Requirements	Additional Requirements for Engineering Drawings and Plans
Accepted file types: PDF, JPG, TIFF, Word Doc (PDF only for permit attachments). No ZIP files accepted.	All drawings and supporting documents in the plan package must be in PDF format.
Scanned Documents: <ul style="list-style-type: none"> • Standard business documents not more than 200 DPI, monochrome only • Documents with pictures and graphics not more than 300 DPI, Grey scale 	PDF files shall: <ul style="list-style-type: none"> • have only one layer (flattened) without embedded objects. • Be separated and appropriately named by discipline: Structural, Mechanical, Electrical, etc.
Document dimensions: not to exceed 36" x 48"	Files shall not be locked, encrypted, or password protected.
<p>File size: Documents can be a multipage PDF file, however size per file <u>may not exceed 50MB.</u></p> <p>Supporting Documents, such as Notice of Commencements, Product Approval Sheets, and Energy Calculations may be provided as an appropriately named multipage PDF file (no larger than 50MB).</p>	Digitally signed documents must have permissions set to allow annotations, form fill, and signing by City Staff.
File names should be concisely described: <ul style="list-style-type: none"> • Limit name to 50 characters • Instead of a space use an underscore "_" or dash "-" (i.e., <i>this_is_my_file_name.pdf</i>) • Do not use any of the following characters: ! \$ % & * ? { } . ' " / \ < > 	<p>For drawings & plans to be approved, the City of Cape Coral adds a stamp to the upper-right corner of each page within the plan. (This does not refer to text documents such as applications, notification letters, etc). Please leave the following blank (empty) area on the upper-right corner drawings & plans:</p> <p>8.5 x 11 plan requires a 2x2 blank (empty) area 11 x 17 plan requires a 3x3 blank (empty) area 24 x 36 plan requires a 4.5 x 4.5 (empty) area</p>
Verify you can open your file prior to attaching it.	Resubmittals or Revisions require the entire PDF file for each discipline affected. All revised details must be "clouded" with an itemized list of the scope of work. Revised files must have the same file name as their original sheets.
	Affix a third-party verified digital signature to documents that are required to be signed and sealed. We accept any third party verified digital signature.

For any assistance with conforming to the above requirements please consult your software support.