# *UPLOADING DOCUMENTS INTO SHARE FILE*

Please use the following guidelines to prepare your documents for uploading into Share File. Please be aware Share File is not for online plan review, and solely for the purpose of having a digital copy of the plans when submitting for plan check in person at City Hall.

❖ **All files shall be uploaded within (24) hours of submittal.**

General Requirements

- **Document Format:** Plans and document(s) shall be saved as a flattened PDF.
- **Plan Content:** Plans should be (1) one PDF document. All supporting documents shall be separated into individual PDF documents. (See naming requirements below)
- **Document Resolution:** All plans and documents shall be clear and legible.
- **Document Size:** Plans shall have a minimum formatted size of 11"x17" (Ledger) to a maximum size of 36"x48" (Arch E). Recommended size is 24"x36" (Arch D).
- **File Encryption:** Do not submit password protected or locked PDF documents.
- **Document Orientation:** Plans shall maintain proper orientation as shown below.
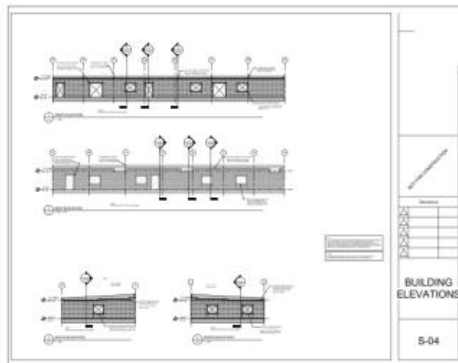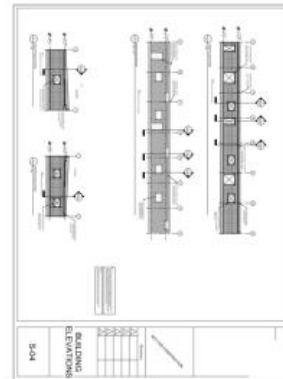
CORRECT   NOT CORRECT

- **Resubmittals:** Plan resubmittals shall include full set of plans. Uploading only corrected sheets will not be accepted.

File Naming Requirements

Please adhere to standard naming requirements to facilitate plan review.

<REVIEW CYCLE>_<TYPE OF FILE>.PDF
Examples….
1st_Application.pdf
1st_Plans.pdf   *2nd_Plans.pdf*
1st_Struc Calcs.pdf   *2nd_Struc Calcs.pdf*
1st_Geotech.pdf   *2nd_Geotech.pdf*

* PLEASE NOTE, <u>YOU WILL NOT RECEIVE CONFIRMATION</u> THAT FILES HAVE BEEN UPLOADED SUCCESSFULLY.
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