DIGITAL SUBMITTAL REQUIREMENTS

Submitting digital documents for first time review.

1. Each document must be submitted as a single pdf file. Please use the naming convention that follows for each file:

Commercial:
   a. Permit Name-Plans (Building Name for shell or new building, Business Name for TI or remodel)
   b. Permit Name-Structural calcs
   c. Permit Name-COMCheck
   d. Permit Name-Specs
   e. Permit Name-HVAC calcs
   f. Permit Name-Etc.

Residential:
   a. Lot # Subdivision-Plans (i.e. "26 Sunset Ponds-Plans")
   b. Lot # Subdivision-Structural calcs
   c. Lot # Subdivision-REScheck
   d. Lot # Subdivision-Manual J&D
   e. Lot # Subdivision-Site Plan
   f. Lot # Subdivision-Etc.

2. The thumbnail of each page of the plans within the file must be indexed so that it can be easily identified. Indexing shall be by the page number at a minimum. i.e. A100, S100, E100, etc. A description can also be added if desired.
3. All building permit applications must be submitted at the city at the time the fee is paid with all required documents on CD or otherwise be coordinated through Building Department Permit Coordinator, (801)576-6535 or building@draper.ut.us .

Submitting digital documents for review of corrections.

1. Follow the same naming convention so that each file is easily identified. Include a revision or date if desired.
2. A response sheet should be provided from each applicable designer regarding their corrections. If additional revisions are made to the plans aside from the corrections, these must be identified in the response sheet and on the plans.
3. Each page of the plans that has been changed should be identified with a revision date.
4. The plans should be resubmitted as an entire set with corrections clouded or otherwise identified. *Consult with the plans examiner that did the review to see if it is acceptable to resubmit single pages of the plans to address minimal corrections to the plans.*
5. Each page of the plans should be indexed so they are easily identified.