



PDF STANDARDS FOR ELECTRONIC PLAN SUBMITTALS

GENERAL: This is a reference guide for the standards required by the City of Henderson for plans that are submitted electronically.

INSTRUCTIONS: To avoid delays in the routing and review of your submittal, plans must be submitted online to the following standards:

- Landscape orientation and standard architectural sheet sizes (such as 11" x 17" or 24" x 36") drawn and plotted to scale.
- Files should be saved in black and white (1-bit monochrome).
 - If provided in color, avoid colors like yellow, red, and cyan.
- Export settings: Maintain output scale (avoid "fit to page").
- Documents with TrueType fonts.
- Submit each discipline as separate files (all pages in one (1) pdf per discipline).
- See the attached appendix for file naming conventions.
- Sheets within a file must be the same size.
 - Separate files are required for the different size sheets.
 - For example, do **not** combine 24" x 36" (plan) sheets with 8.5" x 11" (calculation or spec/cut) sheets within the same file.
- Permit Application for the permit/plan **must** still be submitted electronically **if** listed as a required attachment in Step 5 of the online application process or submitted via email for a Civil Permit.
- Zip files are **not** acceptable.
- PDF packages are **not** acceptable as they lock the files.
 - When combining files, choose the "combined" file option, not a package:
- PDF portfolios are also **not** acceptable.
 - Please choose to "combine files" as a single PDF.
- Export directly to PDF preferred, not printed and then scanned.
- For resubmittals/corrections or revisions, also submit a [Re-submittal and Revision Submittal Form](#) to route the resubmittals or revisions to the correct department/division or reviewer.
 - Also include a contact name, phone number and email address to be notified of comments/corrections or questions regarding your submittal.
- Corrections and revisions **must** be submitted with a written narrative of the changes.
 - Also include revised calculations for structural revisions.
 - Identify all changes from the last submittal using clouding and identifying with a delta and revision number.
 - Include delta and revision number in the title block with the date of change.
- For truss submittal packages and other deferred submittals, ensure they are stamped "**Reviewed and Accepted,**" without comments or exceptions, by the project Architect or Engineer of Record prior to submittal.
- Each plan sheet **must** include the project name and address.
 - Each sheet **must** be marked clearly to identify the content.



- Engineers **must** use digital signatures per the [Nevada State Engineering Board](#) with full size seal and date of signature.
 - Files **must not** be certified or locked.
 - If the files are certified, we will not be able to apply our approved stamps, which may cause delays in processing your application.
- Architects, contractors, and owner builders can use electronic signatures (A scanned signature applied to your plans or documents).
- No password protected or locked documents.
 - Files **must** be unprotected so that corrections may be identified by reviewers.
 - Any submittal containing a file that is locked will be considered incomplete and **must** be resubmitted.
- Format to be Vector preferred (a PDF is generally a vector file and it is a sharper image with smart data).
- No cross-hatching or fill pattern on the drawings.
- **MOST IMPORTANTLY:** Flatten all mark-ups prior to applying your digital signatures and submitting.

ELECTRONIC SIGNATURES/STAMPS

INSTRUCTIONS FOR PROFESSIONAL ENGINEERS, AND LAND SURVEYORS

Electronic documents must be digitally signed, but not certified. As with paper plans, apply a picture of your seal to each sheet. Compile sheets into a single file with seals on each page, and *then* apply your digital signature to the cover sheet. Any compiling done after sheets are signed will invalidate the signature.

Some documents, like specification books, will require signatures from multiple signers. In this case, use one of the two options below:

1. Compile the document with the seals for each design professional on the cover page. Then have each design professional add their digital signature, one at a time, on that cover page, being careful not to make changes to the document that would invalidate previous signatures.
2. Have the lead applicant for the project sign and seal the full document. Have each additional design professional sign and seal a separate attachment that has the title and table of contents for the full document or for the pages they are responsible for. Send as multiple documents.

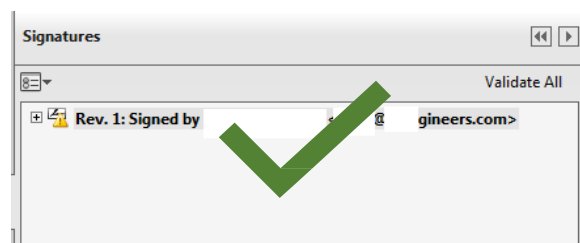
NOTE: A common error that many applicants make is *certifying* instead of *signing*. Because certifying prevents plan reviewers from performing critical functions needed to complete a review, documents must be signed but not certified.

Examples of a valid signature/seal

Digitally signed by Michael Cunningham
DN: C=US,
E=mcunningham@lasvegasnevada.gov,
O=Building and Safety, OU=Development Services, CN=Michael Cunningham
Reason: I am the author of this document
Date: 2019.07.22 08:52:46-0700'



Digitally signed by Michael Cunningham
DN: C=US,
E=mcunningham@lasvegasnevada.gov,
O=Building and Safety, OU=Development Services, CN=Michael Cunningham
Reason: I am the author of this document
Date: 2019.07.22 08:56:49-0700'



HOW TO CREATE AND APPLY A DIGITAL SIGNATURE: TUTORIAL AND SCREENSHOTS

To sign documents using Adobe Acrobat or Bluebeam Revu, the first step is to create a “self-signed digital ID.” The digital ID is password protected and contains your name, email address, organization name, a serial number, and an expiration date. It proves your identity every time you use it to sign a file.

- [Create a digital ID using Adobe Acrobat](#)
- [Create a digital ID using Bluebeam Revu](#)

You do not need to create a digital ID each time. If your ID is already created, skip to...

- [Use your digital ID to sign a file in Adobe Acrobat](#)
- [Use your digital ID to sign a file in Bluebeam Revu](#)

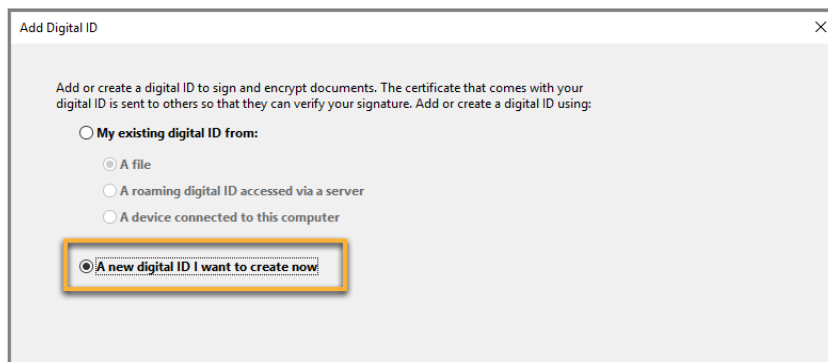
CREATE A SELF-SIGNED DIGITAL ID USING ADOBE ACROBAT

These instructions are from Acrobat’s user guide available here: <https://helpx.adobe.com/acrobat/using/digital-ids.html>

1. In Acrobat, click the **Edit** menu and choose **Preferences**, then choose **Signatures**.
2. On the right, click **More** for **Identities & Trusted Certificates**.
3. Select **Digital IDs** on the left, and then click the **Add ID** button.

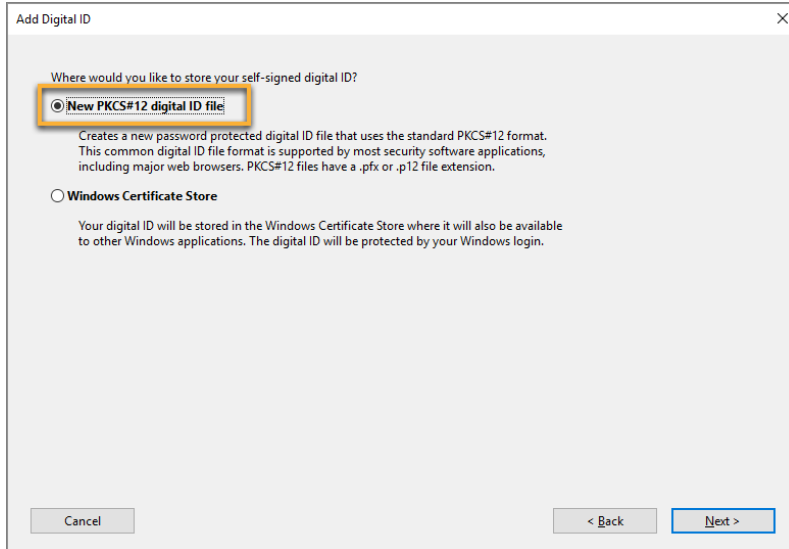


4. Select the option **A New Digital ID I Want To Create Now**, and click **Next**.



5. Specify where to store the digital ID and click **Next**. Use the option that best fits your needs.

- a. **New PKCS#12 Digital ID File:** Stores the digital ID in a file that can be used in both Windows and Mac OS.
- b. **Windows Certificate Store (Windows only):** Stores the digital ID in a common location for Windows applications.



Add Digital ID

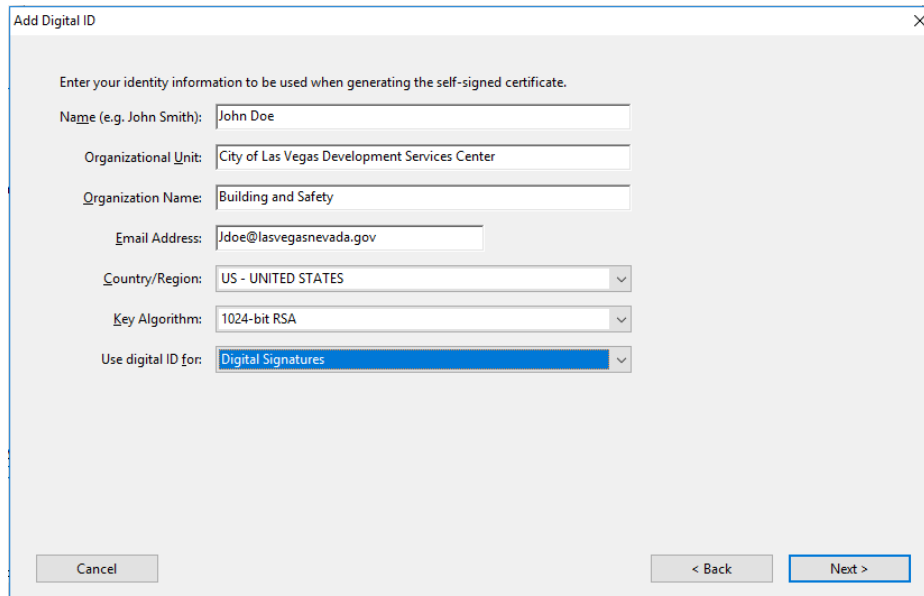
Where would you like to store your self-signed digital ID?

☒ **New PKCS#12 digital ID file**
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

☐ **Windows Certificate Store**
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

6. Do the following:
 - a. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the **Signature** field.
 - b. Choose the **1024-bit RSA** option from the **Key Algorithm** menu.
 - c. From the **Use Digital ID For** menu, choose whether you want to use the digital ID for signatures, data encryption, or both. For signing building plans/documents, you only need to choose “signatures.”
 - d. Click **Next**.



Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Doe

Organizational Unit: City of Las Vegas Development Services Center

Organization Name: Building and Safety

Email Address: Jdoe@lasvegasnevada.gov

Country/Region: US - UNITED STATES

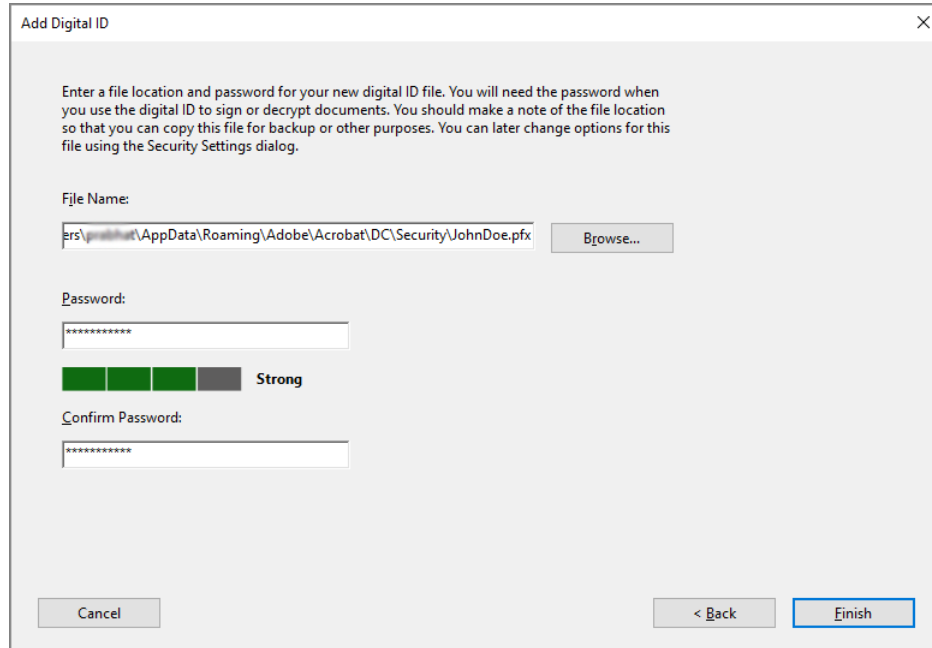
Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures

Cancel < Back Next >

7. Do the following:
 - a. Type and confirm a password for the digital ID file. You will need this password each time you use your ID.
 - b. The digital ID file is stored at the default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location. Make a note of where your ID is stored.
 - c. Click **Finish**.

- I. If a digital ID file with the same name exists, you're prompted to replace it. Click **OK** to replace or **Browse** and select a different location to store the file.



Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

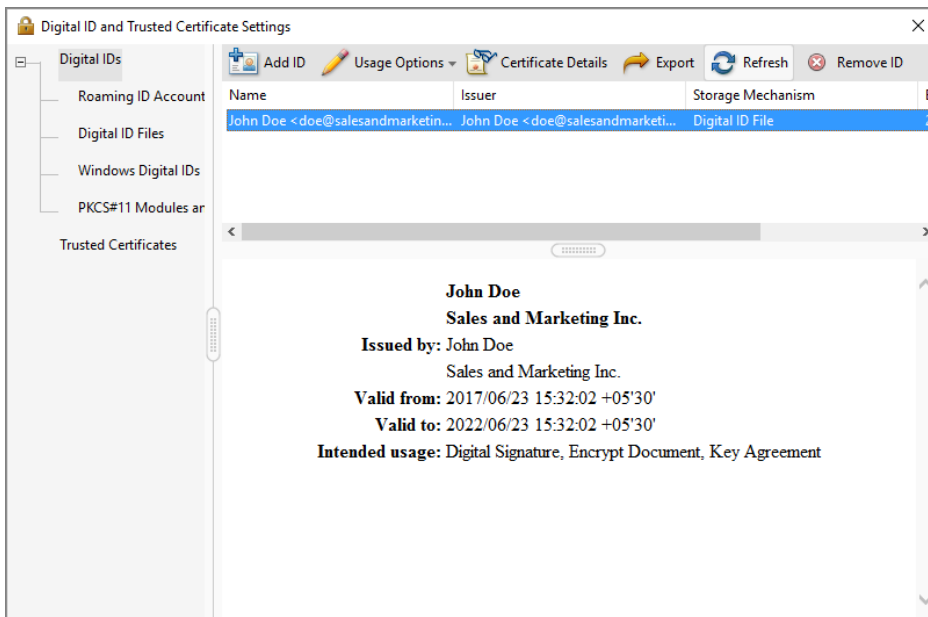
File Name:

Password:

Strong

Confirm Password:

8. The ID is created. **NOTE:** Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use it to add signatures to files.



Digital ID and Trusted Certificate Settings

Left sidebar: Digital IDs, Roaming ID Account, Digital ID Files, Windows Digital IDs, PKCS#11 Modules are available, Trusted Certificates

Buttons: Add ID, Usage Options, Certificate Details, Export, Refresh, Remove ID

Name	Issuer	Storage Mechanism	Exportable
John Doe <doe@salesandmarketin...>	John Doe <doe@salesandmarketin...>	Digital ID File	21

Details for John Doe <doe@salesandmarketin...>:

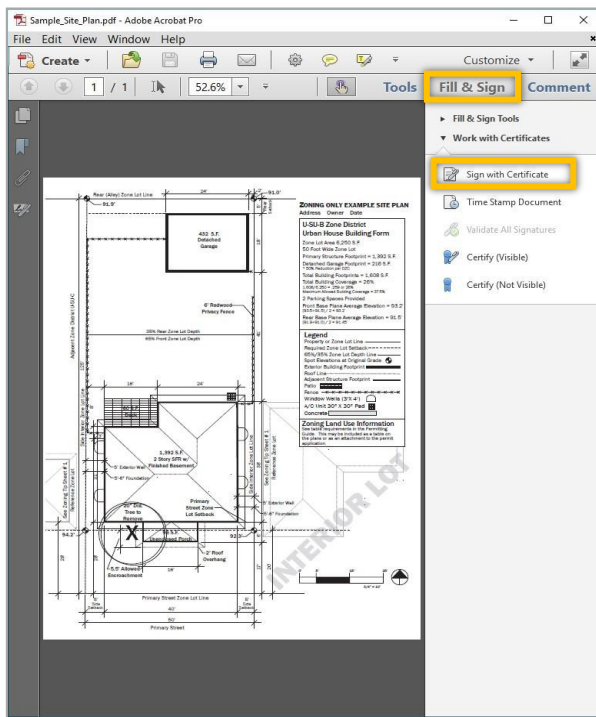
John Doe
Sales and Marketing Inc.
Issued by: John Doe
 Sales and Marketing Inc.
Valid from: 2017/06/23 15:32:02 +05'30'
Valid to: 2022/06/23 15:32:02 +05'30'
Intended usage: Digital Signature, Encrypt Document, Key Agreement

USE YOUR DIGITAL ID TO SIGN A PDF FILE IN ADOBE ACROBAT

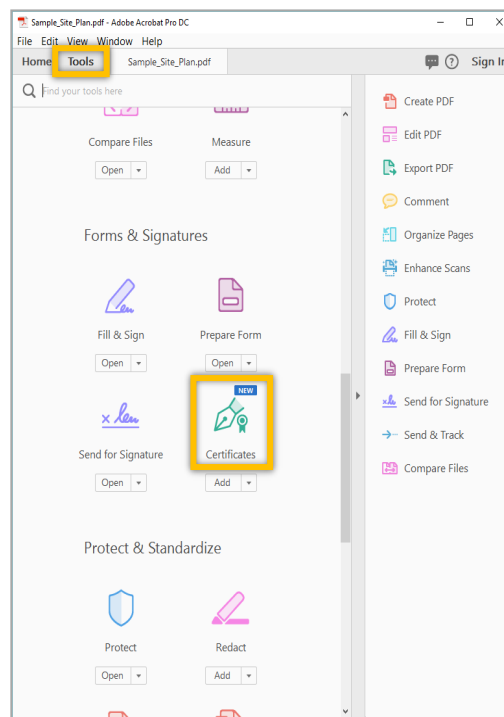
This process may vary slightly depending on which version of Acrobat you use.

1. Open the file to be signed.
2. In Acrobat XI, click **Fill & Sign** and then **Sign with Certificate**.
3. In Acrobat DC, click **Tools**, scroll down to **Forms & Signatures** and click the **Certificates** icon. This will open the Certificates toolbar. Click **Digitally Sign** on the toolbar.

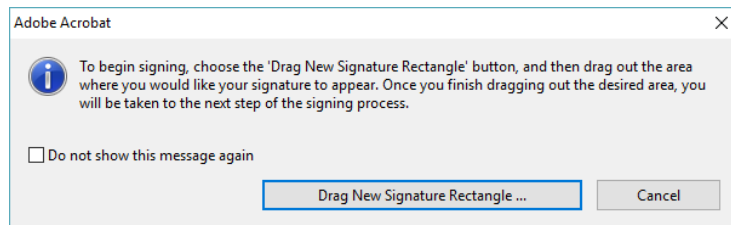
Acrobat XI



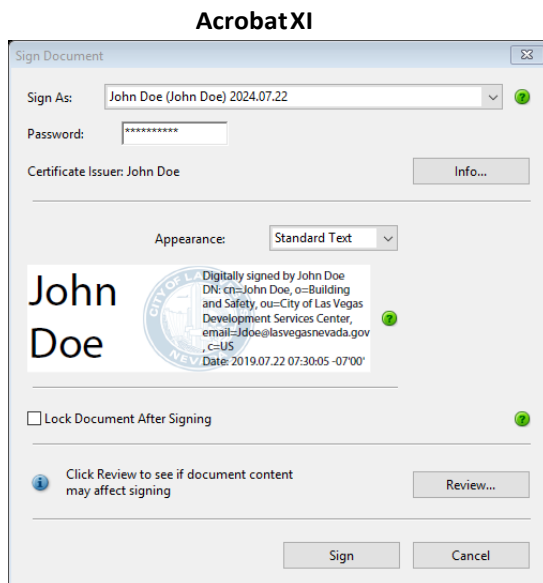
Acrobat DC



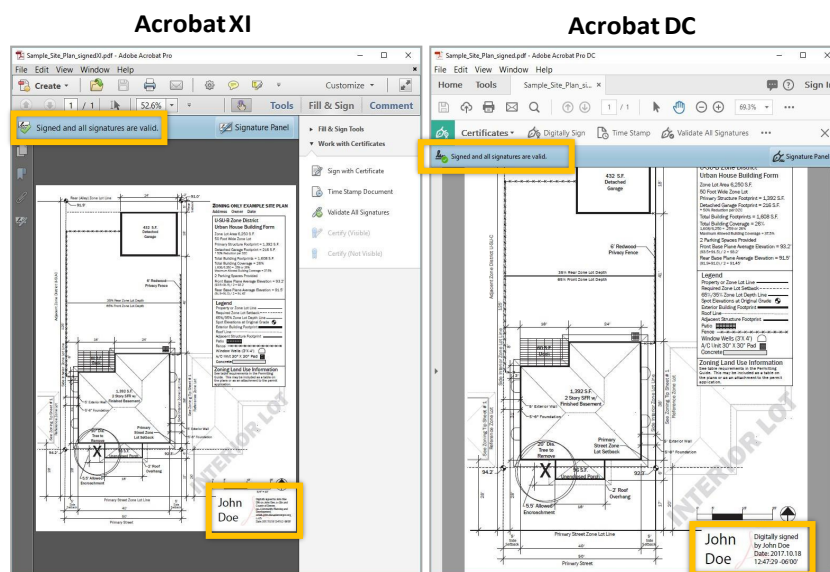
4. Click **Drag New Signature Rectangle** (or just OK if you are using Acrobat DC), and then click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.



5. Choose the digital ID you want to use for signing:
 - a. In Acrobat XI, enter your password and un-check **Lock Document After Signing**. Then click **Sign**.
 - b. In Acrobat DC, select your ID and click **Continue**. Enter your password on the next screen and un-check **Lock Document After Signing**. Then click **Sign**.



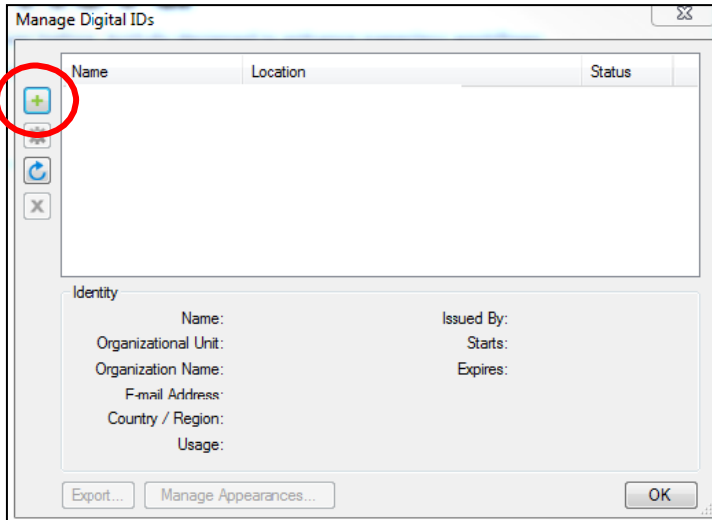
- c. **NOTE:** If your digital ID information is not showing, you can browse your computer to find the ID file.
- In Acrobat XI, open the drop-down arrow next to the **Sign As** field and click **New ID**, then select **My existing digital ID from...a file**.
 - In Acrobat DC, click **Configure New Digital ID** on the Sign with a Digital ID screen, and then select **Use a Digital ID from a file**.
- Once you click **Sign**, you will be prompted to save your file.
 - Your document is signed and is ready to be uploaded to the customer portal. Your signature will appear on the document in the area where you drew the rectangle, and the file will show that the signature is valid.
 - Any changes made to the file from this point on will invalidate the signature.



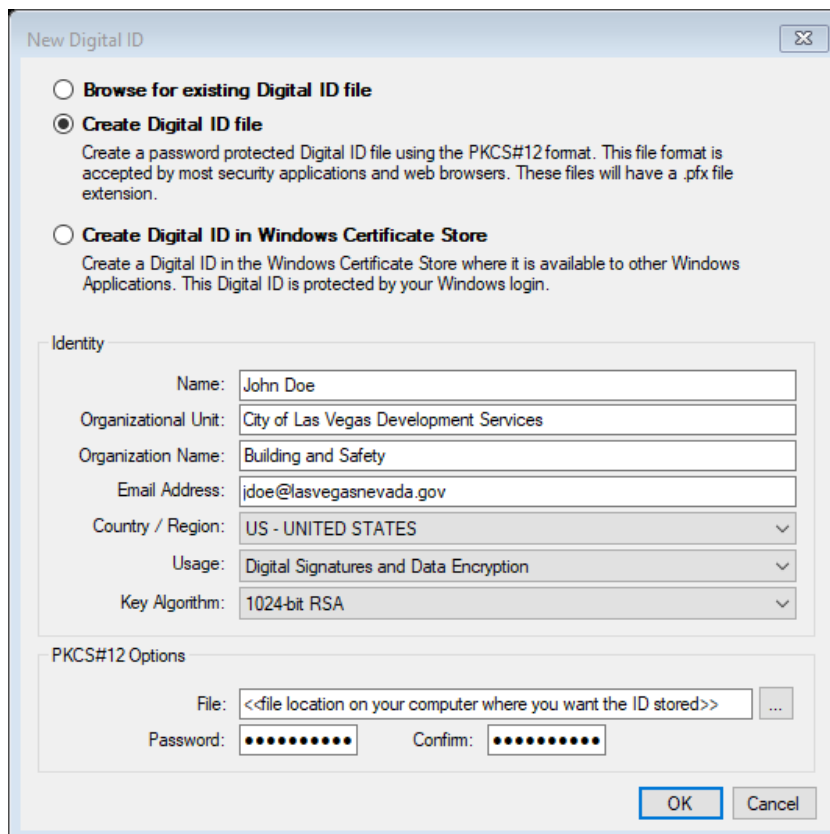
For additional help, consult the Acrobat User Guide available at <https://helpx.adobe.com/acrobat/user-guide.html>. You can also use Adobe's digital ID resources available at <https://helpx.adobe.com/acrobat/using/digital-ids.html>.

CREATE A DIGITAL ID USING BLUEBEAM REVU 2018

1. In Bluebeam, click the **Tools** menu, then select **Signatures**, and then **Digital IDs...**
2. On the window that appears, click the **green plus sign** to add a new signature.

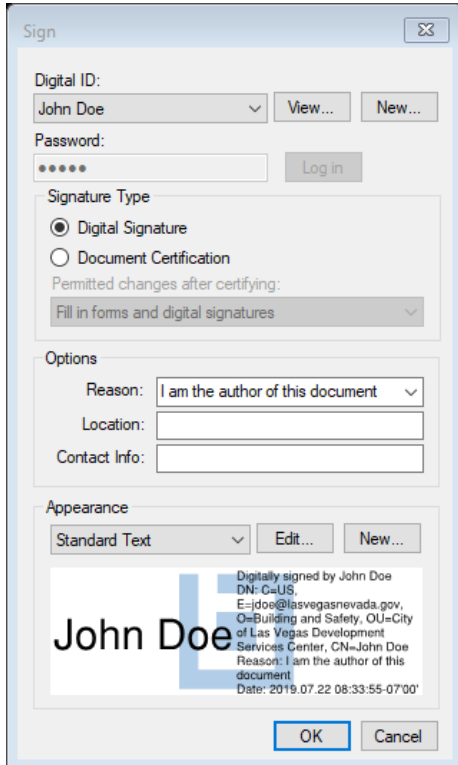


3. Select **Create Digital ID file** and in the **Usage** field, choose **Digital Signatures and Data Encryption**.
 - a. Then fill in your personal information, enter a password for the ID file, and click **OK**.



USE YOUR DIGITAL ID TO SIGN A FILE USING BLUEBEAM REVU 2018

1. In Bluebeam, click the **Tools** menu, then select **Signatures**, then select **Sign Document**.
2. Click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.
3. Using the **Digital ID**: drop-down arrow, select the ID file you want to use.
 - a. Then, enter your password.
 - b. Under **Signature Type**, make sure to select **Digital Signature**.



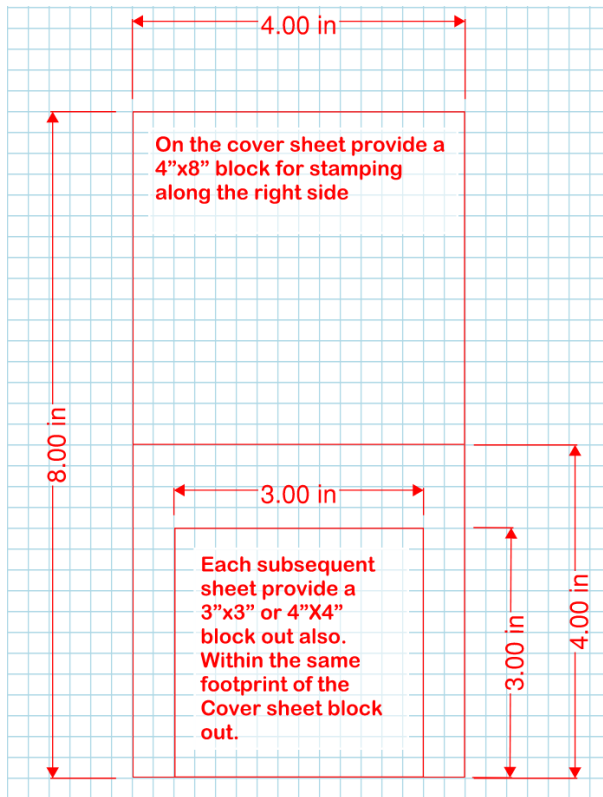
The screenshot shows the 'Sign' dialog box in Bluebeam Revu 2018. It has a title bar with a close button. The 'Digital ID' section includes a dropdown menu with 'John Doe' selected, and 'View...' and 'New...' buttons. The 'Password' section has a masked input field and a 'Log in' button. The 'Signature Type' section has two radio buttons: 'Digital Signature' (selected) and 'Document Certification'. Below it is a 'Permitted changes after certifying:' dropdown menu with 'Fill in forms and digital signatures' selected. The 'Options' section has a 'Reason:' dropdown menu with 'I am the author of this document' selected, and empty input fields for 'Location:' and 'Contact Info:'. The 'Appearance' section has a 'Standard Text' dropdown menu, 'Edit...' and 'New...' buttons, and a preview area showing a blue rectangular signature over the text 'John Doe'. To the right of the preview is a text box containing the following information: 'Digitally signed by John Doe', 'DN: C=US,', 'E=jdoe@lasvegasnevada.gov,', 'O=Building and Safety, OU=City of Las Vegas Development Services Center, CN=John Doe', 'Reason: I am the author of this document', and 'Date: 2019.07.22 08:33:55-0700'. At the bottom are 'OK' and 'Cancel' buttons.

4. Once you click **OK**, you will be prompted to save your file.

SETTING UP FILES FOR SUBMITTAL

INSTRUCTIONS: To set your files up properly for submittal, please follow the steps below:

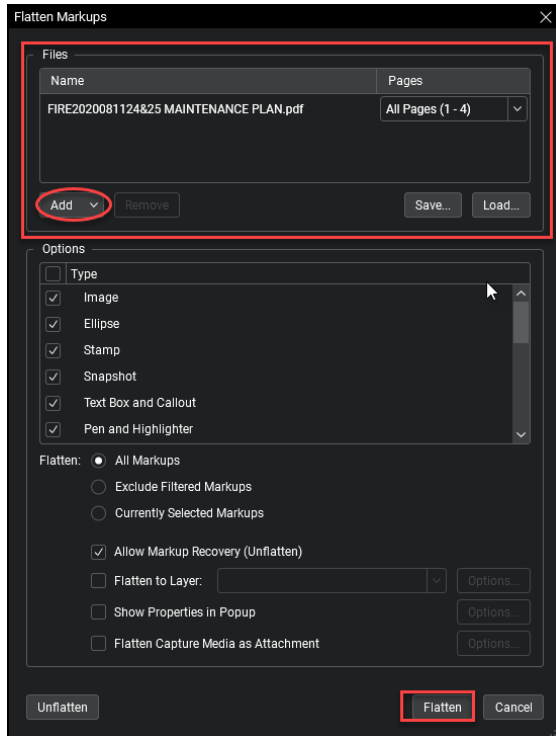
1. On the cover sheet provide a 4" x 8" block out for our stamping of plans.
 - a. On each subsequent sheet, provide a 3" x 3" or 4" x 4" block out also.
 - i. Within the same footprint of the cover sheet block out.



2. Before you apply your digital signatures, you **must** flatten all mark-ups on your PDF documents.
 - a. This cleans up the plans for our use in applying mark-ups.

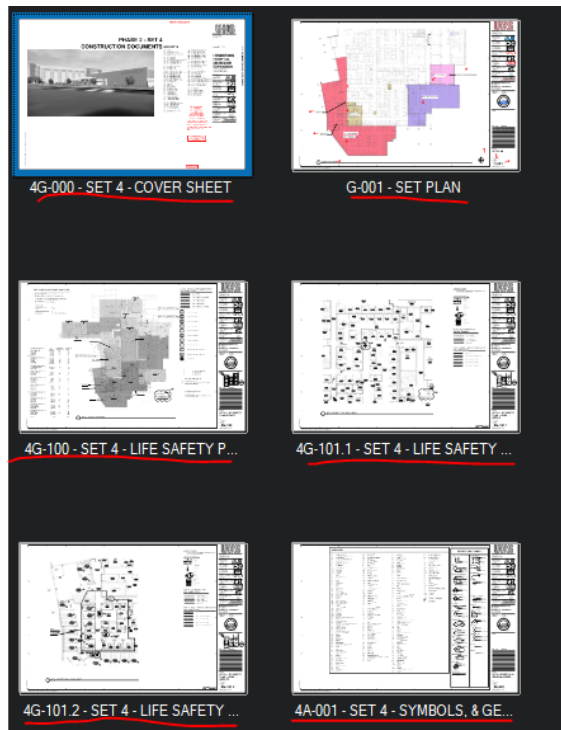
Markups List					
Search					
Subject	Page Label	Author	X	Y	Comments
	[1] MAINTENA...	AutoCAD SHX Text	17.8750 in	3.8750 in	200
	[1] MAINTENA...	AutoCAD SHX Text	18.0139 in	3.8750 in	200
	[1] MAINTENA...	AutoCAD SHX Text	18.2083 in	3.8750 in	200
	[1] MAINTENA...	AutoCAD SHX Text	17.6111 in	3.7778 in	200
	[1] MAINTENA...	AutoCAD SHX Text	18.4167 in	3.9583 in	200

- b. In Bluebeam, click the **Document Menu > Flatten Markups > Flatten Document**.
 - i. You can flatten multiple documents at once by adding them to the **Manager**.



3. Set Assembly.

- a. Due to digital signatures and issues with **Set Assembly**, you may break down the plans by discipline: (1) PDF set for each drawing discipline, i.e.: Architectural, Structural, Mechanical, Plumbing, Electrical, Landscaping, etc., and should be stamped/signed, as required.
 - i. With sheet numbers and bookmarks for ease of review.



- b. Other documents that you need to submit would be separate files including:
 - i. Response letters.
 1. One (1) file for all letters is okay.



- ii. Structural calculations.
 - iii. Geotech reports.
- c. Files should be named per the below:
 - i. File name standard is full permit number, followed by underscore “_” followed by document type, followed by underscore “_”, followed by version #. The first submittal is v1, with each subsequent resubmittal following sequentially, i.e. v2, v3, etc.
 - 1. The _v# represents the version of the submittal.
 - 2. Example: **BSFD2020012345_Arch_v1.pdf**
 - ii. Naming for the 1st revision AFTER PERMIT ISSUANCE: (each subsequent submittal to change the _v#)
 - 1. Example: **BSFD2020012345_Arch_REV1_v1.pdf** (each subsequent revision change the REV#)
 - iii. In addition to the above, see the below lists of typical permit types for file breakdowns.



FILE BREAKDOWN REFERENCE SHEETS

GENERAL: Below is a list of typical permit types with file breakdowns for your reference.

CUSTOM HOME		
FILE NAME	DOCUMENT TYPE	DESCRIPTION
Permit#_App_v#.pdf	Permit Application	
Permit#_OwnerBldr_v#.pdf	Owner Builder Statement	
Permit#_SubVoucher_v#.pdf	Subcontractor Voucher	
Permit#_SitePlan_v#.pdf	Site Plan	
Permit#_PlotGrading_v#.pdf	Plot and Grading Plan	
Permit#_Arch_v#.pdf	Architectural Plans	
Permit#_Mech_v#.pdf	Mechanical Plans	
Permit#_Plumb_v#.pdf	Plumbing Plans	
Permit#_Elec_v#.pdf	Electrical Plans	
Permit#_Struc_v#.pdf	Structural Plans	
Permit#_StrucCalcs_v#.pdf	Structural Calculations	
Permit#_Geo_v#.pdf	Geotechnical Report	aka Soils report
Permit#_GeoUpdate_v#.pdf	Update Letter for Geotechnical	
Permit#_ElectLoadCalc_v#.pdf	Electrical Load Calculations	
Permit#_EnergyCalc_v#.pdf	Energy Calculations	Model Energy Code
Permit#_TrussCalcs_v#.pdf	Truss Calculations	
Permit#_Equip_v#.pdf	Miscellaneous Equipment	Specifications, shop drawings and cut sheets detailing individual equipment and components.
Permit#_Narrative_v#.pdf	Narrative explaining resubmittal	If there are separate narratives for each discipline, add discipline to that filename, i.e. Narrative_Architectural_v2.pdf The version number should match the documents submitted.
Permit#_SubmittalForm_v#.pdf	DSC Submittal Form	



PATIO		
FILE NAME	DOCUMENT TYPE	DESCRIPTION
Permit#_Application_v#.pdf	Permit Application	
Permit#_OwnerResp_v#.pdf	Acknowledgement of Owner Responsibility	
Permit#_OwnerBldr_v#.pdf	Owner Builder Statement	
Permit#_SubVoucher_v#.pdf	Subcontractor Voucher	
Permit#_SitePlan_v#.pdf	Site Plan	
Permit#_Structural_v#.pdf	Structural Plans	Approved Standard
Permit#_StructuralCalcs_v#.pdf	Structural Calculations	
Permit#_Narrative_v#.pdf	Narrative explaining resubmittal	If there are separate narratives for each discipline, add discipline to that filename, i.e. Narrative_Architectural_v2.pdf The version number should match the documents submitted.
Permit#_SubmittalForm_v#.pdf	DSC Submittal Form	



POOL & SPA		
FILE NAME	DOCUMENT TYPE	DESCRIPTION
Permit#_App_v#.pdf	Permit Application	
Permit#_OwnerResp_v#.pdf	Acknowledgement of Owner Responsibility	
Permit#_OwnerBldr_v#.pdf	Owner Builder Statement	
Permit#_SubVoucher_v#.pdf	Subcontractor Voucher	
Permit#_SitePlan_v#.pdf	Site Plan	
Permit#_CrossSec_v#.pdf	Cross-Section Plan	
Permit#_Struc_v#.pdf	Structural Plans	
Permit#_StrucCalcs_v#.pdf	Structural Calculations	
Permit#_Geo_v#.pdf	Geotechnical Report	aka Soils report
Permit#_GeoUpdate_v#.pdf	Update Letter for Geotechnical	
Permit#_ElectLoadCalc_v#.pdf	Electrical Load Calculations	
Permit#_Equip_v#.pdf	Miscellaneous Equipment	Specifications, shop drawings and cut sheets detailing individual equipment and components.
Permit#_Narrative_v#.pdf	Narrative explaining resubmittal	If there are separate narratives for each discipline, add discipline to that filename, i.e. Narrative_Architectural_v2.pdf The version number should match the documents submitted.
Permit#_SubmittalForm_v#.pdf	DSC Submittal Form	



PERIMETER/RETAINING WALLS		
FILE NAME	DOCUMENT TYPE	DESCRIPTION
Permit#_Application_v#.pdf	Permit Application	
Permit#_AddressList_v#.pdf	List of addresses for multi-lot walls	Perimeter and Perimeter/Retaining
Permit#_SitePlan_v#.pdf	Site Plan	Plan showing coordinating wall locations/types in project
Permit#_Plan_v#.pdf	Marked Civil Plan	Civil Plan package showing wall details and exact locations.
Permit#_Structural_v#.pdf	Structural Plans	Approved Standard
Permit#_StructuralCalcs_v#.pdf	Structural Calculations	Approved Standard
Permit#_Geotechnical_v#.pdf	Geotechnical Report	aka Soils report
Permit#_GeotechUpdate_v#.pdf	Update Letter for Geotechnical	
Permit#_Narrative_v#.pdf	Narrative explaining resubmittal	If there are separate narratives for each discipline, add discipline to that filename, i.e. Narrative_Architectural_v2.pdf The version number should match the documents submitted.
Permit#_SubmittalForm_v#.pdf	DSC Submittal Form	



PRODUCTION HOMES		
FILE NAME	DOCUMENT TYPE	DESCRIPTION
Permit#_App_v#.pdf	Permit Application	
Permit#_Debris_v#.pdf	Debris Containment Form	
Permit#_Plan_v#.pdf	Plot Plan	
Permit#_Narrative_v#.pdf	Narrative explaining resubmittal	If there are separate narratives for each discipline, add discipline to that filename, i.e. Narrative_Architectural_v2.pdf The version number should match the documents submitted.
Permit#_SubmittalForm_v#.pdf	DSC Submittal Form	



SCREEN WALLS		
FILE NAME	DOCUMENT TYPE	DESCRIPTION
Permit#_App_v#.pdf	Permit Application	
Permit#_OwnerBldr_v#.pdf	Owner Builder Statement	
Permit#_SitePlan_v#.pdf	Site Plan	
Permit#_Struc_v#.pdf	Structural Plans	Standard detail
Permit#_StrucCalcs_v#.pdf	Structural Calculations	
Permit#_Narrative_v#.pdf	Narrative explaining resubmittal	If there are separate narratives for each discipline, add discipline to that filename, i.e. Narrative_Architectural_v2.pdf The version number should match the documents submitted.
Permit#_SubmittalForm_v#.pdf	DSC Submittal Form	



SIGNS (NON-TEMPORARY)		
FILE NAME	DOCUMENT TYPE	DESCRIPTION
Permit#_App_v#.pdf	Permit Application	
Permit#_Approval_v#.pdf	Owner Approval Package	
Permit#_Plan_v#.pdf	Plan Package	
Permit#_MSP_v#.pdf	Master Sign Plan Approval	All documents relating to any master sign approval.
Permit#_Narrative_v#.pdf	Narrative explaining resubmittal	If there are separate narratives for each discipline, add discipline to that filename, i.e. Narrative_Architectural_v2.pdf The version number should match the documents submitted.
Permit#_SubmittalForm_v#.pdf	DSC Submittal Form	



FIRE PERMITS		
FILE NAME	DOCUMENT TYPE	DESCRIPTION
Permit#_App_v#.pdf	Permit Application	
Permit#_Plans_v#.pdf	Fire Plans	
Permit#_Equip_v#.pdf	Equipment Submittal	Cut sheets, Product Data detailing individual equipment and components
Permit#_Calcs_v#.pdf	Hydraulic Calculations	
Permit#_Civils_v#.pdf	Civil Plans	Civil Reference Plans
Permit#_Misc_v#.pdf	Miscellaneous Documents	Any other pertinent documents for plan review (e.g. Notice of Final Action – CCUP).