Centennial
COMMUNITY DEVELOPMENT
Implement • Community • Vision

Electronic Building Review Submittal Instructions

for Commercial Projects

Submitting plans for paperless review is a simple process. In order to ensure your documents are properly configured please follow these steps:

1. All files submitted to the City should be in PDF format. All required documents need to be included in the submittal or re-submittal. Paper copies of the signed application and any supplemental documents can be scanned into a PDF file if the raw electronic file is not available.

2. Ensure that each document is contained in an individual PDF file. Multi-page documents should be combined into one file and pages should be rotated so that the pages appear properly when opened up. The maximum file size needs to be less than 40 MB. Most documents will meet this requirement, but if a document is larger than 40 MB, try using the "reduce file size" function under the "Edit" menu. If that does not work, break up the document into two separate files at a logical point in the document.

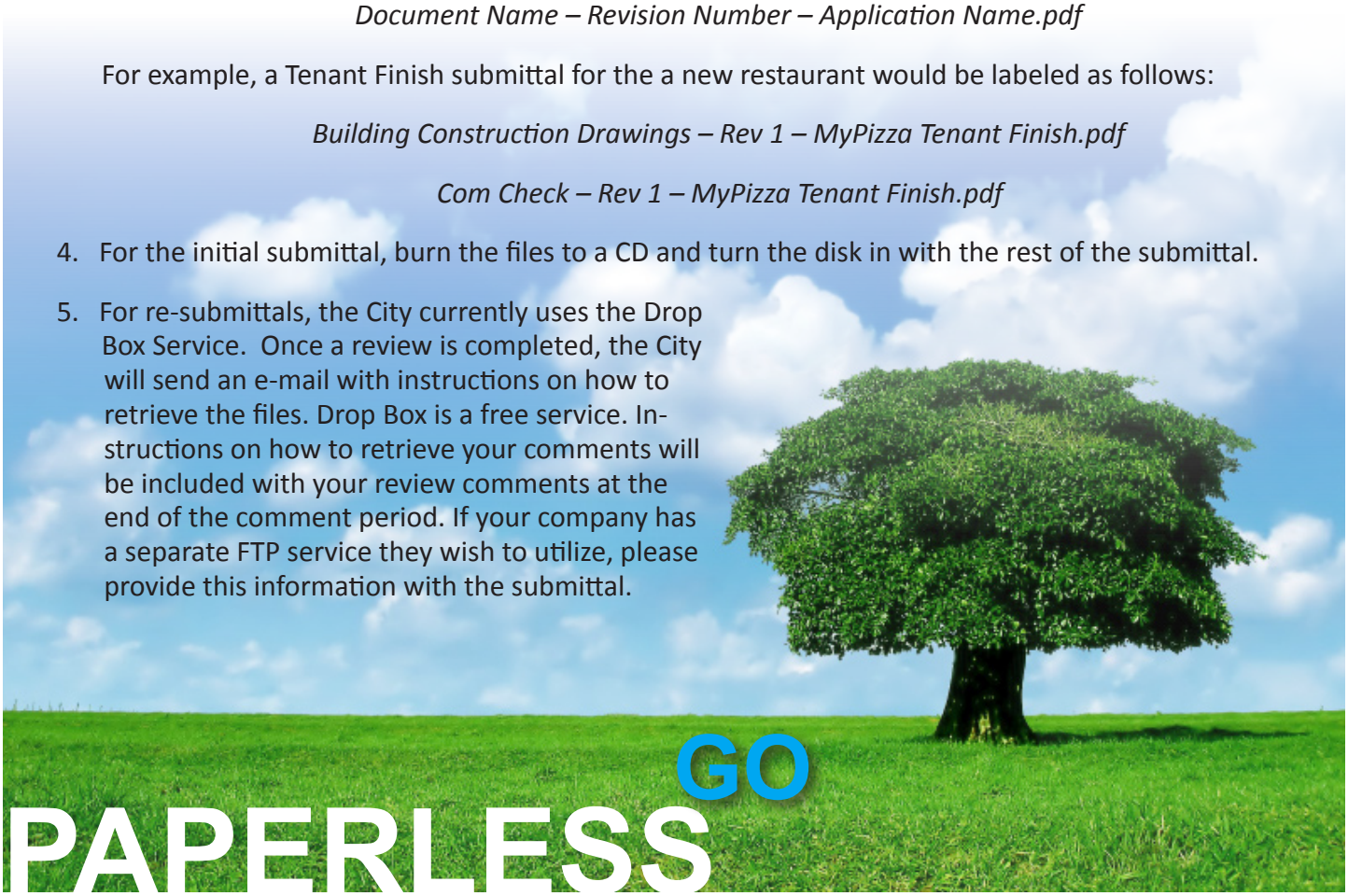
3. Please title each file in the following format:

   Document Name – Revision Number – Application Name.pdf

   For example, a Tenant Finish submittal for the a new restaurant would be labeled as follows:

   Building Construction Drawings – Rev 1 – MyPizza Tenant Finish.pdf

   Com Check – Rev 1 – MyPizza Tenant Finish.pdf

4. For the initial submittal, burn the files to a CD and turn the disk in with the rest of the submittal.

5. For re-submittals, the City currently uses the Drop Box Service. Once a review is completed, the City will send an e-mail with instructions on how to retrieve the files. Drop Box is a free service. Instructions on how to retrieve your comments will be included with your review comments at the end of the comment period. If your company has a separate FTP service they wish to utilize, please provide this information with the submittal.