

ELECTRONIC PLAN SUBMISSION

GUIDELINES FOR THE SUBMITTAL OF DOCUMENTS ELECTRONICALLY

File Format

Unless otherwise noted, all plans submitted electronically shall be in a basic pdf format. Files that must be submitted in another format are as follows:

- Virginia Runoff Reduction Method spreadsheet – Microsoft Excel
- Stormwater system as-built drawings – AutoCAD

Submission Methods

- Log-in to eTRAKiT account, available for resubmissions only at this time
- Email to the Permit Center:
permitcenter@roanokeva.gov

Attachments to emails must be limited to no more than a combined total size of 30 megabytes

- Mail or deliver a copy on a properly labelled CD, DVD, or flash drive to the Permit Center:
Permit Center
215 Church Avenue, S.W. Room 170
Roanoke, VA 24011

Uploading through eTRAKiT is the quickest means to submit electronic files. Excel files are not supported through eTrakit upload and must be emailed or delivered.

WHY ELECTRONIC PLAN SUBMISSION?

All plans are encouraged to be submitted electronically to reduce copy costs, minimize processing time, and to aid in the overall review process.



Initial Submission Content

The initial submission for a new plan review or permit application should include all required documents for that activity. Each document should be included in the electronic submission as a separate file.

Please do not electronically sign professional seals in a way that locks the document for editing as we will not be able to apply our electronic approval stamp. Typical documents include the following:

- Application
- Building plans
- Development (site) plans
- Calculations
- Specifications
- Other forms and affidavits

Naming convention: Following a consistent naming convention is critical to accurately processing and routing of applications in a timely manner. Each file in the initial submission should be clearly named based on the type of document and should include the date that the document is submitted to the City for review (not the date prepared) as shown in the examples below.

Description of
Document
followed by Date

Contractor list 09.22.13.pdf
Plan Building 09.22.13.pdf
Calculations 09.22.13.pdf

Resubmission Content

Resubmissions are often necessary to address comments during the review process. Resubmission forms are required with the resubmittal package in electronic pdf form. There are two types of resubmissions that may be requested by a reviewer based on the extent of changes:

Informal resubmissions: When there are only minor changes or clarifications required, the reviewer may request an informal resubmission (e.g., a revised sheet, detail or notation) to address a specific comment. These resubmissions are typically handled directly between the reviewer and applicant and do not follow the formal resubmission process.

Formal resubmissions: When there are a number of comments or comments from multiple reviewers a formal set of comments is issued to the applicant and a formal resubmission is required. A formal resubmission should include a complete set of all documents for which there were comments (e.g., a complete set of plans is required rather than just the sheets that have been changed). The reviewer may request a Master List as part of the resubmittal package which lists each sheet and the revision date which would be updated with each submission. This would allow for partial resubmissions.

Naming convention: Each file in the resubmission should include the activity/permit number, the word "resubmission", and name of the document and date of the resubmission as shown in the example below.

Activity
Number

CP130007 resubmission plan site 10.22.13
CP130007 resubmission SWPPP 10.22.13

Date of
Resubmission

Description
of
Document

Resubmissions after Approval

Resubmissions after approval are required whenever there is a change to an approved plan. Resubmission of such field changes can be made by uploading revisions to eTRAKiT, emailing the Permit Center or mailing or delivering a copy on CD, DVD, or flash drive to the Permit Center. The resubmission should include a resubmission form and revised version of applicable documents using the proper naming convention.

File Size

The maximum file size of all files combined that will be emailed to the permit center, or directly to a reviewer, is limited to 30 megabytes. Otherwise, there is no maximum file size that can be received and processed. As noted we request that files be sent using a medium/normal quality, if legible, to minimize file size. Extremely large files may be uploaded to eTRAKiT, sent via drop box or similar service, or mailed or brought to the Permit Center on a CD, DVD, or flash drive.

Standard File Names

The following is a list of typical file types and file names used by the City. Using these file names will speed up the processing of your application.

- application
- owner/builder affidavit
- agent letter (*letter assigning someone as agent for permit*)
- asbestos certification
- asbestos clearance report
- asbestos survey
- contractor list
- elevation certificate (*FEMA elevation certificate*)
- plan building
- plan electrical
- plan fire
- plan outdoor lighting
- plan sign
- plan site
- special inspections statement
- special inspections report
- SWPPP
- calculations

Other Considerations:

- Reserve a 4"x3" space for approval stamp at lower right corner of cover page, and 3"x2" space at lower right corner of all subsequent sheets.
- PDF's of plans should be created full size, to scale, and rotated to be viewable. Individual plan sheets should all be combined into one pdf file. Plans that are not legible or to scale will likely result in comments leading to delay in permit approval.
- Ensure any CD, DVD, or flash drive has a clear label identifying the name of the applicant, project, permit number (if available), and date of submittal.