



ELECTRONIC PERMIT SUBMITTAL INSTRUCTIONS

In an effort to improve our service and become more efficient and sustainable, City of Fort Collins Development Review Center requires electronic files for Building Permit submittals. The following are instructions for compiling a complete Electronic Permit Submittal:

1. Submit all required plans and documents at once. Incomplete submittals will not be routed for review. To find out which plans and documents are required for your project, refer to the relevant checklist (checklists are available at www.fcgov.com/building).
2. Submit all required plans and documents on a single flash drive.
3. If you are submitting multiple projects on a single flash drive, put each project submittal in its own folder on the flash drive. Name the folder with the submittal address or stock plan model name.
4. Submit one paper copy of the Building Permit Application with the flash drive.
5. Files for all submittals shall be formatted as follows:
 - a. Maximum size for any file shall be 75MB.
 - b. Group and name each file according to the [Electronic Document Naming Instructions](#).
 - c. Construction plans shall be uploaded as a single combined file (Arch, Structural, MEP, etc).
 - d. If required for your project type, each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically in accordance with Colorado architectural and engineering standards.
 - e. Construction plans shall be set to landscape view, oriented so that the top of the plan page is always at the top of the monitor;
 - f. Document files should be oriented either landscape or portrait view so that the top of the page is always at the top of the monitor.
 - g. Construction and site plans shall be generated to scale (e.g. 1/4" = 1'; 1/8" = 1'; 1:10; etc).
 - h. All files shall have permissions set to allow Annotations, Form Fill, and Signing by City staff.
 - i. All files shall have any "Comments" leftover after rendering flattened.
 - j. Plans prepared by Design Professionals shall contain an information block with name, license number, and contact information.
 - k. It is preferred that the first page of each section of the plans be bookmarked.
6. Electronic submittals are subject to normal plan review turnaround times.

You can check the status of your plan review approvals online at: <http://www.fcgov.com/CitizenAccess>. Click "Search Permits" and enter either the permit number or address. Click the permit number in the results, and then click the arrow next to "Workflow Status". A green checkmark indicates that your submittal has been reviewed and approved by that department or area.

Once your permit submittal has been fully reviewed, you will receive an email indicating either that a resubmittal is requested or that your permit is approved and ready to pick up. Once you have received notification of approval, you may email BuildingServices@fcgov.com or call 970-416-2740 to get your final fee amount for your permit.

Thank you for participating in the City of Fort Collins' electronic plan review program! We appreciate your time and effort in building a more sustainable construction industry.



Electronic Document Naming Instructions

How to Name Your Files

Each file included on your flash drive should be named starting with a prefix according to the table below, followed by the Model Name (for Stock Plans) or Address (all other permits), and then the version number (v1, v2, etc).

*****To find out what documents are required for your project, please refer to the applicable Submittal Checklist.*****

Document Prefix:	Documents to include (as required) combined in a single file named with this prefix:
Apps	Building Permit Application, Building Owner Authorization, Homeowner Affidavit, Addendum Form, Housing Model Affidavit, Submittal Checklist
Site Plan	Site Plan
Plans	Architectural Plans, Structural Drawings, MEP's, Fire Sprinkler Plans
Mech Docs	Mechanical System Design Form, HVAC Load Calculations.
Energy Docs	Energy Code Compliance form (residential or commercial), Required Energy Reports, Lighting Wattage worksheet
Env Docs	Waste Management Plan, State Demolition Approval Notice, Asbestos Assessment, Asbestos Awareness Form
Eng Docs	Engineer's stamped supporting documents such as: letters, reports, sketches.
Grading	Grading Plan
Soils	Soil Prep Certification
Letters	Comment Responses, Approved Variances, Emails, other letters

Naming Convention Examples

INITIAL SUBMITTAL:

Document Type – Address or Model Name – Version number <i>(include street direction and unit number if applicable)</i>
Apps - 1234 Example Way - v1 Plans - 1234 Example Way - v1 Site plan - 1234 Example Way - v1 Energy Docs - 1234 Example Way - v1 Mech Docs - 1234 Example Way - v1 Plans - Model A - v1 <i>(for stock plans)</i> Plans - 1234 E Commercial St 105 - v1 <i>(for addresses with unit numbers)</i> Plans - 1234 Duplex Rd - v1 <i>(for duplexes, use lower address number)</i>

REVISIONS/RESUBMITTALS:

Document Type - Address or Model Name - Version number (updated) <i>(include street direction and unit number if applicable)</i>
Plans - 1234 Example Way - v2 Site plan - 1234 Example Way - v2 Energy Docs - 1234 Example Way - v2 Mech Docs - 1234 Example Way - v2 Plans - Model A - v2 <i>(for stock plans)</i> Plans - 1234 E Commercial St 105 - v3 <i>(for addresses with unit numbers)</i> Plans - 1234 Duplex Rd - v4 <i>(for duplexes, use lower address number)</i>