






Submit/Resubmit PDF  Plans to Lynnwood
"Lean and Green"

1	Separate your plans into sections. <i>(click for details)</i>
2	Create a page number index for each file page. <i>(click for details)</i>
3	Name your PDF  files using unique identifier and file type. <i>(click for details)</i>
4	UPLOAD plans to municipality. <i>(click for details)</i>
5	Resubmittal of Plans

1 SECTIONS: Separate your plans into sections. Create a new PDF  file for each section of the plan. Each section will be a separate file. i.e. Architectural , Structural, Mechanical, Plumbing, Electrical, Fire, Civil, Landscaping, Calculations, Georeports, etc.

 **Reason for step 1:** File size is more manageable for easier viewing by the reviewers.
Exceptions to the rule: Residential submittal files can typically be merged into two files (drawings and other.) **50 megabytes max size.** Note: Over 35 drawing pages in one file can be cumbersome for a reviewer when scrolling through your plans.

2 SHEET INDEX: Create a page number index for each file page. Provide a page number listing that provides the section and the description.

Applicant Directions for PDF naming and upload

See examples below: The index can be added to the specs or to each drawing.


Architectural (example)		
Page 1	A1.1	Cover Sheet
Page 2	A1.2	Project Data
Page 3	A1.3	General Notes
Page 4	A2.1	Site Plan
Structural (example)		
Page 1	S1.1	Structural Notes
Page 2	S1.2	Structural Notes
Page 3	S1.3	Foundation Plan
Page 4	S2.1	Dimensioned Foundation Plan
Plumbing (example)		
Page 1	P01	Plumbing Notes and Schedules
Page 2	P02	Plumbing Site Plan
Page 3	P03	First Floor Plan-Plumbing
Page 4	P01	Second Floor Plan-Plumbing
Mechanical	see above	see above
Electrical	see above	see above
Civil	see above	see above
Landscaping	see above	see above
Structural Cals	see above	see above
Geo Report	see above	see above



Reason for step 2: Reviewer can find proper pages efficiently and quickly.

Exceptions to the rule: None.

3

NAMING: How to name your PDF  files using **unique identifier** and **file type**. Name all your files using the **unique identifier portion** in your Project/Permit Number provided by Lynnwood "09-DEV-**0398**

Applicant Directions for PDF naming and upload

Type of File (*two types)	Old Name	New Submittal Name (REMOVE ALL SPACES)
*Drawing	archdrg.pdf	0398archdrg.pdf
Drawing	mechdrg.pdf	0398mechdrg.pdf
Drawing	plumbdrg.pdf	0398plubdrg.pdf
**Other	georeportother.pdf	0398georeportother.pdf
Other	struccalcsother.pdf	0398calcsother.pdf

*Drawing Files: (all drawings)

**Other Files: Examples of "other" files are: energy code, geo report, drainage reports, structural calculations, etc.....



Reason for step 3: Files are easily identified, sorted and searched by permit/project number.
Exceptions to the rule: None.



4 UPLOADING: How to upload plans to municipality..

Go to <http://lynnwood.egovplanssubmit.com> and register or sign in (if previously registered) and follow the 3 step process for submitting files to your municipality.



Large File Submittals: 50 meg maximum file size. Note: Over 35 drawing pages in one file can be cumbersome for a reviewer when scrolling through your plans.



5 RESUBMITTALS: How to resubmit your plans: (Auto versioned at municipality)

1. Repeat steps 1-4 above.
2. Submit a response index replying to each reviewer's corrections referencing the sheet index in # 2 above.
3. Cloud all changes.
4. Do not change the view ports in the revised plan files, if at all possible.
5. Submit all file pages on resubmitted plans. Do not remove deleted pages. and all new pages are inserted at the end of the file.

Resubmittals are FREE:

- When resubmitted file name is EXACTLY the same (***DO NOT ADD VERSION i.e. V1, V2, etc.***)
- **AND** file page count is equal or less when compared to the prior version.

Applicant Directions for PDF naming and upload

- "drawing" files with additional pages are charged on a per page basis with no minimum
Remember: Do not remove a deleted page.
- "Other" file resubmittals are also free unless page count increases move you into a different price category. i.e. 50 pages to 51 pages



Reason for step 5: Auto-versioning of files eliminates file confusion.

Exceptions to the rule: None. Files that are not named exactly the same are charged at the full initial upload rate.

OTHER TIPS:

ROTATE PDF DRAWINGS TO LANDSCAPE VIEW:

When creating a PDF file for the municipality, make sure that when the file is clicked on to open it does not need to be rotated to read.

RESPONDING TO REVIEWER'S COMMENTS:

Municipality sends reviewed files to you via email. You should receive a free Brava™ reader. If not download a brava reader here: <http://www.bravaviewer.com/reader.htm> Viewer Downloads and user directions are available on <http://lynnwood.egovplansubmit.com>.

CALCULATOR:

[Compare paper and electronic:](#) 

PRICING:

Drawing Files: (Any Drawing)	\$3.00 to \$3.50/page <i>5 page minimum</i>
Other Files: (Reports, Calcs, etc.)	1-50 pages \$15 to \$20
	51-100 pages \$20 to \$25
	Over 100 pages \$25 to \$30
