



Electronic Submittal Requirements

Follow these rules to ensure timely processing of your application

Submittal Checklists

- [Multifamily, Non-Residential & Mixed Use](#)
- [Single Family and Duplex](#)
- [Tenant Improvements](#)

File size and type

- Documents must be in PDF format.
- Submittal options:
 - CD, DVD or flash drive that contains only the permit documents.
 - Email to: permits@cob.org. The maximum size is 25 MB.
 - Web or FTP based files - email a link and login information to permits@cob.org.
- Zip files not accepted.
- Minimum of 300 DPI.

Plans and documents

- Security settings must allow mark up.
- Plans set to landscape orientation.
- All plans shall be combined to one PDF.
- All plans shall be the same size. (i.e. 11x17, 24x36, etc)
- Minimum plan size shall be 11x17
- Supplemental documents shall be saved as individually-named PDF files separate from the plans.
- Bookmark your PDF plans. A blank area surrounding sheet identifier must be large enough to accommodate the largest sheet identifier in the plan set. *Example: Sheet A1 must have the same blank area needed to spell out sheet M6.01.1.*
- Plans marked "Not for Construction" or similar notations will not be accepted.
- Talk to your professional licensing board regarding any requirements for digital signatures.
- Plans shall be prepared to industry standard scale of a clearly legible size.
 - Example: Site plans at 1" = 20' or larger scale
 - Example: Floor plans, elevations and sections at not less than 1/8" = 1' scale

Revisions and resubmittals

- Complete [Amendment/Revision Form](#) including a response letter addressing all comments.
- Revisions and resubmittals must include a complete plan set with supplemental documents in separate PDFs.
- Revision numbers or revision dates must be shown in the title block of each sheet.
- All changes from the originally provided plans should be identified with a surrounding cloud and corresponding delta. A list of all deltas along with a brief narrative for each (including the sheet number they are on) should be provided on the title sheet of the plans.
- Email complete responses to permits@cob.org.

Printing

- When ready to issue, the City will contact the applicant.
- Permit and approved plans must be printed and available for any inspection. The printed plans must be the same size as the sheet size of the PDF file.

Payments

Payments may be securely paid online through www.cob.org/payments with a credit card. Alternatively, you may bring or mail a check to the Finance Dept. at City Hall.