



Public Works Electronic Submittal Requirements

Follow these rules to ensure timely processing of your application

File size and type

- Documents must be in PDF.
- Submittal options:
 - Email to: pwpermits@cob.org. The maximum size is 25 MB.
 - Web or FTP based files - email a link and login information to pwpermits@cob.org.
 - Plans that are not over-size or an excessive number of pages may be accepted in physical copy or on a storage device such as a thumb drive at the Permit Center during hours that the Permit Center is open (visit <https://cob.org/services/permits> for current hours of operation)
- Zip files not accepted.
- Incomplete or partial applications are 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.
- Supplemental documents shall be saved as individually-named PDF files separate from the plans.
- 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