



City of Malibu

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Electronic Plan Review Requirements

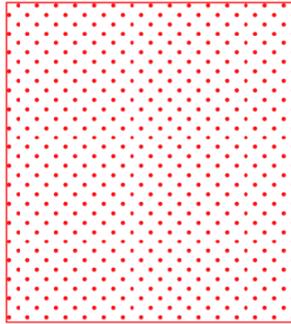
This document outlines the City's requirements for electronic submittals projects in a digital platform. These guidelines are provided to help develop consistent formatting across all disciplines. Design professionals who submit electronic documents to the City shall follow the guidelines for the construction of PDF documents.

1. Formatting of Project Plans

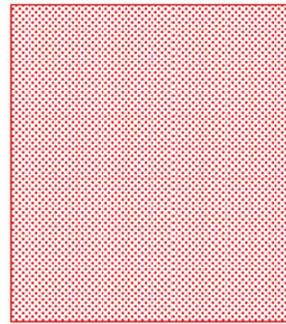
- a. Title/Cover Sheet including:
 - i. Sheet index identifying contents of all plan sheets included in the plans set;
 - ii. Project description that comprehensively details the precise scope of the proposed work and matches description on permit application;
 - iii. Project data including Building Code cycle, type of construction, occupancy group, existing/proposed square footage, existing/proposed parking, zoning information and compliance, etc.
- b. All plans submittals shall be combined in to *ONE multi-page* PDF document and organized per discipline (e.g. Architectural, Civil, Landscape, Structural, Mechanical, Plumbing, Electrical, etc.)
- c. Each of the supporting documents (e.g. structural calculations, soils report, etc.) shall be submitted separately from the plans as its own 8.5" x 11" *ONE multi-page* PDF document.
- d. Space for City approval stamps on each sheet.
- e. All layers must be flattened. PDF files shall not exceed 50 MB in size.
- f. Remove SHX comments in AutoCAD before PDF creation (e.g. change the text in the drawing to a TrueType font).
- g. Consistent plot location in paper space; consistent gridline visibility across disciplines.
- h. [Naming convention](#) of files should be consistent across disciplines.
- i. Sheet size and orientation of sheets should be consistent. Architectural, Civil, Landscape, Structural, Mechanical, Plumbing, Electrical, and Fire shall be a minimum of 24" x 36" (residential plans may be smaller as long as the information is legible).



- j. Minimize the use of hatch fills. If hatch fills are used then provide efficient fills (see below) to prevent slowdown rendering speed and to reduce print time.



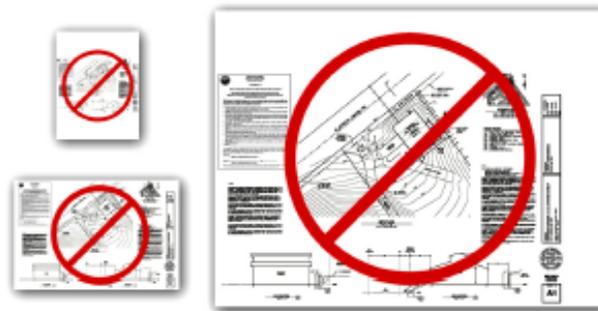
CORRECT



INCORRECT

- k. All submittals should be black and white. PDF documents which do not display properly will not be accepted for review. Examples are below.

PDF Files which do not display properly will not be accepted for review.



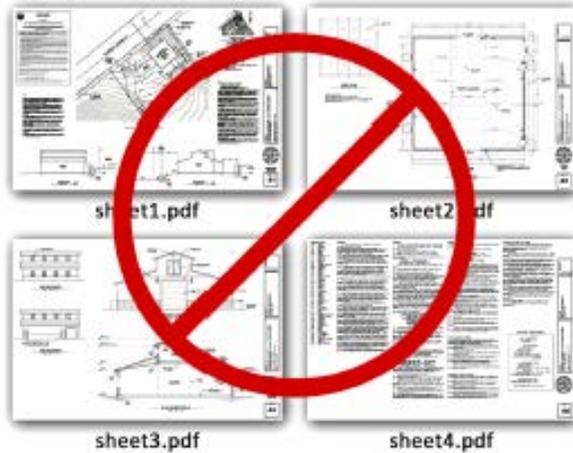
Incorrect sheet size, scale, or margins will not be accepted.



Color plans will not be accepted.



Incorrect orientation will not be accepted.



Individual files for each sheet of the plans will not be accepted.

2. PDF Creation

- PDFs should be created directly from the authoring application. Secure documents or documents with limitations will not be accepted.
- Use Vector based lines. No Raster and no scanned documents except when documents are not available in their native format (e.g. PC drawings and old referenced drawings). Scanned documents shall be legible and free from streaks and shall be prepared as specified per Section 2.a.
- Remove all unnecessary viewports; remove all Meta Data.
- Maintain output scale when printing documents or “Restricted” documents.
- Do not use digital signatures via “Sign Document” option. Examples are below.

