Electronic Submittal Guidelines

Document Management for Private Development Permits and Projects

The City of Prescott has implemented a process to simplify the management of private development documents electronically. Documents will be transmitted between the City and the Applicant/Contractor/Developer through the City's online permitting portal: www.prescottpermits.com.

If you have documents that are not yet in electronic format, your design professional can provide an electronic copy; OR you may scan and send your submittal from home; OR feel free to use any local resource to generate a digital copy of your plans – here are a few options:

A&E REPROGRAPHICS 222 S. Montezuma Or 1030 Sandretto Dr., #F 928-445-3815	STAPLES PRINT & MARKETING SERVICES 186 E. Sheldon St. 928-227-9099	SIR SPEEDY 1961 Commerce Center Cir 928-776-4332

The review and markup of plans and documents is done collaboratively among departments through Bluebeam, a PDF viewer and review system. A Bluebeam reader (Bluebeam Vu) is available for free to members of the public and development teams who would like to view and respond via this system. Other PDF management software, such as Adobe, can also be used but these software packages may not have as many tools as those available through Bluebeam. More sophisticated Bluebeam versions are also available for purchase by going to https://www.bluebeam.com/ and clicking on "Solutions".

Preparing and Submitting the Initial Documents for Permits and Projects

The following protocol should be followed when creating documents to be submitted for review by the City for various types of development projects. Please provide this information to your design team so they are able to include the appropriate formatting for easier document management.

1. Submittal documents should be in standard PDF. For those with advanced PDF knowledge - vector format is preferred.

2. Files must be unlocked or unprotected so that corrections may be identified by reviewers. Locked and protected documents do not allow staff to apply redlines, notes, or approval stamps. When these types of documents are submitted, it significantly delays the review and approval process. Therefore, any submittal containing a file that is locked or protected will be considered incomplete and must be resubmitted.

3. During the submittal process on PrescottPermits.com, you will attach the plans and other documents for review. (For more information on this process, please watch our tutorial videos, which can be accessed here: www.prescott-az.gov/permits/). Please follow the guidelines immediately below when preparing your attachments:

IMPORTANT: When naming your files, please no special characters. The system will not allow staff to open documents with special characters, such as /%$^&!? and even commas. A good rule of thumb is to only use hyphens – or underscores _*

- o The PDF documents that are attached must NOT contain special characters in the file name.
- o During the attachment process on PrescottPermits.com, you will need to give the documents a **DESCRIPTION** to include the following:
    - ▪ Identify if the submittal is for a NEW PERMIT/PROJECT or if it is a RESUBMIT. For example, if this is the project's first submittal, then the label will include "First submittal" or "Initial Submittal" and a resubmit can simply be labeled "Resubmittal" or "Resubmit"
    - ▪ Lastly, the document type being submitted, such as:
        - • TRANSMITTAL LETTER or COMMENT RESPONSE
        - • PLANS
        - • REPORTS AND CALCS
        - • MATERIAL SPECS
        - • SUPPORTING FORMS AND DOCS

<u>DOCUMENT DESCRIPTION EXAMPLES:</u>
- • New Fire Sprinkler Plan Submittal
- • First Submittal-Supporting Docs
- • <u>Resubmit Example</u> = Resubmittal_PLANS
- • <u>Revision Example</u> = First Round Deck Revision_Transmittal Letter

    - o **Please prevent attaching documents one-page at a time**. During stamp and sign staff has to stamp ALL the construction documents. It will save on processing time if there are fewer files to open, download, stamp, re-upload, etc.

IMPORTANT: Please ensure that the bookmarks for each page, as well as stamps/seals, are retained when combining documents. Bookmarks inside the document help staff perform their reviews faster by not having to search for pages. If you need more information, please see the last page 4 for training opportunities and tutorials.

4. When uploading documents, large documents may take some time to load depending on your network configuration or internet connection speed. Please be sure to read the Attachment INSTRUCTIONS within the online permit application at PrescottPermits.com for more information on successfully uploading your application attachments.

What Documents Will I Receive Back from the City?

All City departments reviewing your proposal will share a single copy of the PDF you have provided using our internal document sharing system. During the review period, the document markups will not be visible to you -- it is put in a private mode during the review and editing process by staff. After the review period, you will have access through PrescottPermits.com to download the redlined plans, comment letter, and any other pertinent documents from staff.

Preparing and Submitting Revised Documents for Second and Future Reviews, or Revisions

When creating documents addressing corrections noted on the second and subsequent reviews, the following protocol is to be used:

Response Document
It is helpful for staff, as well as our customers, if the applicant provides a text/narrative response document that addresses each comment made by staff. If multiple consultants or designers are responding to comments, it is helpful if you combine all response documents into a single PDF and follow the naming convention noted above using "Response" or "Transmittal Letter" in the name (ex: Resubmit_Comment Response), and each responding party should identify their responses.

Revised Plans and Supporting Documents
1. For resubmittals and revisions, please use the same submittal criteria as described above for the initial submittal.
   a. Resubmitting all construction documents as "stamp and sign" ready package makes the review and approval process much faster for staff.
2. The resubmitted PDF documents should follow the naming convention noted above (ex: Resubmittal_Plans)

Hands-On Training and Online Tutorials Available

Please email etrakit.general@prescott-az.gov if you are interested in upcoming training opportunities with City of Prescott staff regarding the online submittal process, as well as electronic document preparations.

As mentioned above, we also have tutorial videos that can be accessed through the City's website: www.prescott-az.gov/permits/

Questions?

Please email etrakit.general@prescott-az.gov if you have questions regarding this process or the use of PrescottPermits.com.