

Planning Division

Digital Submittal Checklist

☎ [909.394.6250](tel:909.394.6250) ✉ planning@sandimasca.gov 📍 [245 E. Bonita Ave San Dimas CA](#)

A digital submission is required for all project submittals. Formal review will not begin until the Planning Division has received a complete digital copy.

To submit, request a secure upload link by emailing planning@sandimasca.gov or contacting your assigned planner. Emailed attachments will not be accepted.

All files must be in PDF and free of any password protection, encryption, access controls, or other restrictions that would limit staff from accessing files. Submittals that do not follow the formatting requirements may be rejected or and/or experience project timeline delays. Please read the checklist below before submitting.

All files are labeled in accordance with the submittal requirements; i.e. material board, plan set, application, etc.

All files are flattened

Plan sets have each sheet titled in accordance with the sheet provided on the title sheet

File type: PDF

Naming: Consistent with submittal requirements, i.e., material board, plan set, application, etc.

Maximum file size: 100 MBs

Layers: No layers; Drawings must be flattened

Resolution: 300 dots per inch, minimum

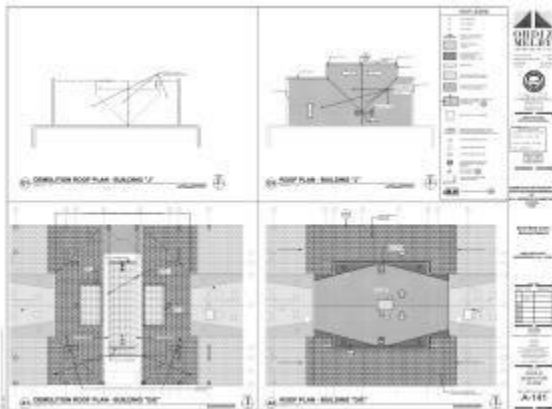
File compression: Yes

Protected or locked files: No

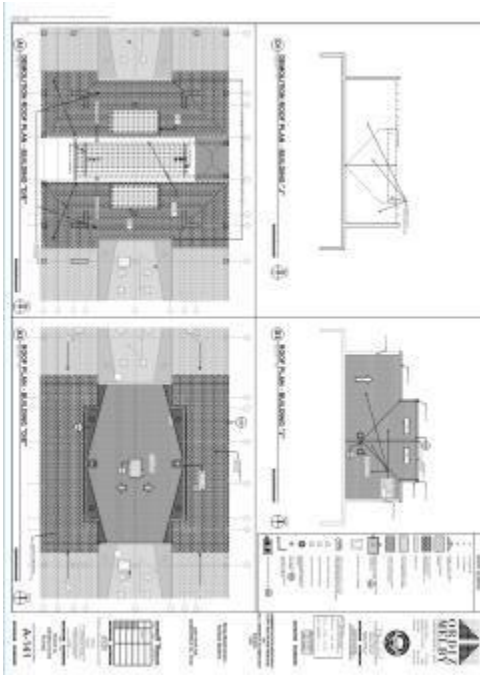
Zip file: No

Grouping: Multiple sheets - Set of drawings must be combined into a single document. If file size exceeds 100 MB, the drawing set can be broken down into volumes by discipline.

Orientation: Landscape



Correct (landscape)



Incorrect (portrait)

View: Zoomed to full view

Alignment: Consistent through discipline

Sheet count: Sheet index on cover sheet. Sheet count must match the submitted plan set.

Bookmarks, digital: Yes – Must indicate sheet number (e.g. S1.0) and sheet name (e.g. FOUNDATION PLAN)

Title block: All sheets must include:

- Project title and address (e.g. SMITH RESIDENCE – 245 W. Bonita, San Dimas, CA 91773)
- Unique sheet number (e.g. S1.0)
- Unique sheet name (e.g. FOUNDATION PLAN)
- Revision number
- Revision date

Graphical scale: Yes (for plans only) unless noted as “Not to Scale”

Minimum scale:

- $\frac{1}{4}'' = 1'-0''$ for building plans, elevations, and sections;
- $\frac{3}{4}'' = 1'-0''$ for building details and sections

Minimum font size: 10 pt. or 1/10" in height

Embedded fonts: Not acceptable