

## PROJECT PLAN SUBMITTAL REQUIREMENTS

- Only PDF files will be accepted. Files must be print-ready, meaning they should be properly formatted for printing, including a title block and no extra data outside the print area.
- Each project must be submitted as a single file, with a maximum size of 140 MB for drawings and documents. If a drawing file exceeds 140 MB, it must be split into the fewest number of files necessary for uploading. Material specifications and supporting documents (e.g., COM-Check Reports, IgCC checklist, Engineer's Reports) should be submitted as a separate, combined PDF.
- All drawings must be to scale, with a graphic scale clearly shown on each. If multiple scales are used on a single sheet, each scalable area must have its own corresponding graphic scale.
- All drawings must be submitted using the same page size. Acceptable sizes are 11"x17", 24"x36", or 30"x42".
- Minimum size drawing accepted is 11"x17" with minimum 1/4" scale.
- Maximum size drawing accepted is 30"x42" with minimum 1/8" scale.
- A **minimum 4"x6" blank space**, exclusive of title border, must be reserved at top dead center of first page/cover sheet for electronic stamp placement.
- A **minimum 3"x4" blank space**, exclusive of the title border, must be reserved at top dead center or top right corner of all other pages/sheets for electronic stamp placement.
- A **blank space of at least 2" x 3"** must be reserved at the top dead center or top right corner of all supporting documents for electronic stamp placement.
- The second page of all drawings must be left blank, except for a title block, to accommodate plan review comments from the City of Gaithersburg. This page should be titled "Plan Review Comments Only" and does not require the design professional's signature or seal.
- An index listing the names of sheets and drawings should be included on the cover sheet or the following sheet(s).
- When applying a digital signature, construction documents must have specific security settings to allow mark-ups by City of Gaithersburg staff while maintaining the signature's validity. These settings must allow printing, copying, or extracting content, content extraction for accessibility, adding mark-ups, filling form fields, signing digital signature fields, and creating template pages.
- Any required corrections to currently submitted drawings will require resubmission of full and complete set of the corrected drawings. Additionally, a separate narrative response addressing the correction comments must be included in a different file.