



## Electronic File Submittal Requirements

This document is to be used as a guide for electronic file standards or “attachments” to applications submitted for Plan Check.

- File Type: Flattened Vector PDF
- Font: Arial
- Border: 1” inch all around
- File Security: Unprotected
- Orientation: All pages must be upright
- Plan Set: Separate by type
- Bookmarks: Bookmark sheets by trade type
- Page Labels: Label pages by sheet number
- Title Block

CITY OF FONTANA, CALIFORNIA		
STREET IMPROVEMENT PLAN		
DRAWN BY: XX	XX AVENUE BETWEEN XX AVENUE AND XX AVENUE	SCALE: As Noted
DESIGNED BY: XX		DATE: XX/XX/XXXX
CHECKED BY:	APPROVED BY:  _____ CITY ENGINEER	DRAWING NO.: 1/1
	DATE: R.C.E. 51152	

- Document Name: Project Name/Segment/Location (pick one)\_Plan Type
- Files: Must be unzipped



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### Size, Scale, Color, Approval/Revision Block Placement

PLAN TYPE	DEPARTMENT	SIZE	SCALE	COLOR	APPROVAL BLOCK
Improvement (street, sewer, storm drain, street light, signing & striping)	Engineering	24x36	1" = 40'	Grayscale	
Traffic Signal	Engineering	24x36	1" = 20'	Grayscale	
Temp Traffic Control	Engineering	Min 11x17	1" = Minimum 80'	Grayscale	
Landscape	Engineering	Min. 24x36	Minimum 1" = 40'	Grayscale	
CFD Boundary Map	Engineering	24x36	Minimum 1" = 40'	Grayscale	
All Plans	Building & Safety	24x36	No set scale	Grayscale	4x6 Lower Right, inset 1"
Building & Safety Plan Exceptions	Building & Safety		No set scale		
Residential Solar	Building & Safety	Min. 11x17	No set scale	Grayscale	4x6 Lower Right, inset 1"
Patio	Building & Safety	Min. 11x17	No set scale	Grayscale	4x6 Lower Right, inset 1"
Pools	Building & Safety	Min. 11x17	No set scale	Grayscale	4x6 Lower Right, inset 1"
Residential Block Walls	Building & Safety	Min. 11x17	No set scale	Grayscale	4x6 Lower Right, inset 1"
All Fire Plans	Fire	24x36	1" = 40'	Grayscale	4x6 Lower Right, inset 1"
All Planning	Planning	24x36	Minimum 1"=50'	Grayscale	4x6 Lower Right, inset 1"
Sign Plans	Planning	Min 11x17	Minimum 1/4"=1'	Full color	4x6 Lower Right, inset 1"
Architectural Elevations (2-D, 3-D)	Planning	24x36	Minimum 1/8" =1'	Full color	4x6 Lower Right, inset 1"

Note: All plans should be to scale, fully dimensioned and legible.