



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

CITY OF CUPERTINO
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Electronic Plan Review Submittal

For a successful electronic plan submittal, please follow these format requirements. An electronic plan review will not begin until the submittal meets these requirements.

SUBMITTAL REQUIREMENTS

When submitting, plans, please do the following.

- Email your submittal to permitcenter@cupertino.org using a Dropbox link **OR** upload directly to ProjectDox (and do not forget to complete your task when you are done) including your project drawings and supporting documents. Remember to:
 - ✓ Place all files in one folder; do not use sub-folders (when emailing submittal)
 - ✓ Only submit files for the current submittal (only submit the changed/revised files when resubmitting, not the entire submittal package again)

FORMAT. Follow the formatting requirements outlined below.

1. PDF – Digital plans and documents must be PDF.

- Drawing Files: Each sheet/page of the drawing shall be uploaded as a separate file and in landscape view. Drawing files will be rejected if uploaded as a multi-page document or incorrect orientation.
- Supporting Document Files: All files required as part of the application submission, other than drawing files, e.g., Soil Reports, Structural Calculations, Energy Calculations, Calgreen Checklist, and Special Inspection Form, shall be uploaded as one individual multipage document (do not separate each page of a document, each document will be separate multipage files unlike like the drawings).

2. File Naming Conventions - All PDF plan sheet files should be named according to how they are listed in the Drawing Index provided on the Title/Cover Sheet of the plan set. All drawing files must be named as follow: SHEET NUMBER SHEET TITLE.

Sheet:	Sheet Title/Name	=	ProjectDox File Name
C1.0	Site Plan	=	C1.0 Site Plan
A1.0	Floor Plan	=	A1.0 Floor Plan
A2.0	Roof Plan	=	A2.0 Roof Plan

IMPORTANT: Please limit the number of characters in the file name to 25 characters or less – abbreviations are acceptable. Do not include “-“(dashes) or special characters in the filename. Keep it simple.

3. Unsecured setting – Choose “unsecured” on your security settings so that plan reviewers may mark up the documents or create notes.

Planning: planning@cupertino.org or 408-777-3308
Building: building@cupertino.org or 408-777-3228

Thank you for your help in reducing our environmental impact and improving customer service!