DEB Notice 052523

(Effective: 05/25/23)

Electronic Building Permit Documents

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I. Purpose of this Notice:

Notify agencies that the submission for final approval and signature to the State Building Official of building permit documents (building permit documents, building permit revision documents and shop drawings) for which all review comments have been resolved shall be made by electronic submission rather than the previously required three (3) paper copies, as indicated in the 2022 Revision 1 Construction and Professional Services Manual (CPSM), Section 5.11.1, *Electronic Documents Submission*. This action shall supersede all requirements for paper documents in the CPSM with the exception of Sensitive Documents as outlined in CPSM Appendix S, *DEB Electronic Document Review (EDR) Process Document Submittal Requirements*

II. Applicability:

When directed by the DEB reviewer, electronic building permit documents shall be submitted in accord with the Electronic Document Review (EDR) submission process which can be found in the updated Appendix S, *DEB Electronic Document Review (EDR) Process Document Submittal Requirements* of the CPSM, attached.

A link to download the approved, signed electronic building permit documents will be provided for agency use on the Key Dates/Addenda tab of the approved CO-17 Building Permit for Construction.

Two new forms, the CO-17 ASD, Approved Shop Drawings and CO-17 BPR, Building Permit Revision transmittals have been created in BITS. A link to download shop drawings or building permit revision documents will be generated by DEB and provided for agency use on the transmittals to the agency.

Paper documents will be accepted through 07/01/2023, and by exception after that date if requested by the agency and approved by the assigned DEB reviewer.

Note that the signature approval stamp location as described in Appendix S will cover and obscure the upper right-hand corner of every sheet; therefore, compliance with EDR instructions is required so that information in this location will be retained.

III. Form Updates:

DGS-30-067 CO-9.1   Notice of Intent to Award
DGS-30-068 CO-9.1a Notice of Award

APPENDIX S - DEB ELECTRONIC DOCUMENT REVIEW (EDR) PROCESS DOCUMENT SUBMITTAL REQUIREMENTS

BACKGROUND

The purpose of the DEB Electronic Document Review (EDR) process is to facilitate the document submittal and review processes for both DEB and our customer agencies.

Eligibility:

Electronic submissions of project documents shall be made by the agency via BITS utilizing the upload menu. Agencies are required to identify those users who are authorized to upload submissions using the User Account Request (UAR) form.

Electronic Submittals:

The submission of electronic documents to DEB for review and for final approval and signature are required. Paper documents submitted for review will no longer be accepted by DEB without prior approval. Paper documents submitted for final approval and signature will be accepted through 7/1/2023 and by exception after that date if requested by the agency and approved by the assigned DEB Reviewer.

Sensitive Documents:

When documents are required by the agency to be secure, or are determined by the agency to be sensitive, paper submissions are required in lieu of electronic document submittals. The number of paper copies required is found in CPSM Section 5.11.2.

PROCEDURE

To make the electronic submittal process effective, efficient and economical, the following are required:

Responsible Party:

The Agency Project Manager or other designated agency user – not the A/E – shall submit the electronic documents to DEB.

Submittal Process:

Electronic versions of document submittals shall be made via the BITS "Agency Document Submittal" menu/screen.

Electronic Drawings and Shop Drawings:

Submit the drawings in searchable vector PDF format, flattened, and generated from the source program (i.e. AutoCAD, Revit) and combined into a single electronic document. For shop drawings, do not combine the drawings and calculations, product data, etc. into one document. Drawings shall be submitted as separately from the other supporting documentation.

If paper drawings would need to be formatted as volumes, then the electronic document submittal shall be formatted in similar volumes/files. Each volume of drawings shall have not more than 200 sheets.

DO NOT SUBMIT FILES IN COMPRESSED/ZIPPED (.zip) FORMAT.

Text shall be PDF text elements (Real Text, Truetype) and recognizable as text in all documents. Choose a text font that has graphically different characters for "0" and "O", and "I" and 1". It is important for the PDF documents submitted to contain recognizable text. This recognizable text allows the documents to be "pre-processed" creating bookmarks and in a timely manner. Graphic programs such as AutoCAD typically produce text as vector characters. However, these characters can be converted to recognizable text when the PDF is created. See the links in **Attachment A** for more details.

DEB standard symbols (refer to CPSM [Section 5.2.6](#)) shall be provided for all elevations, sections and details. Text includes all standard symbols referencing sections, details, enlarged plans or other relevant information. When images are inserted, such as photographs or UL listings for example, add the text standard symbol below the image, when the image must be referenced to another sheet or detail.

Provide a unique sheet number, to include the discipline for the work (i.e. A1.00), for each drawing in the set (including all volumes- do <u>not</u> use the same sheet number in multiple volumes, such as T1.0.)

The sheet title block and sheet number shall be in a consistent location on all sheets and across all disciplines.

> A 2" H X 4" W area (oriented horizontally) shall be reserved in the upper right corner of the title block of ALL drawings for the STATE BUILDING OFFICIAL APPROVAL STAMP. This area shall be completely blank on all sheets with exception of the borderline. This is applicable to all sheet sizes.

Drawings shall be generated at a defined scale (i.e. ¼" = 1', ½" = 1', etc…) to allow reviewers to calibrate the drawings for measuring distances and calculating areas for code and cost review. Each sheet shall illustrate a typical graphic scale. If more than one scale is used on a sheet, an independent graphic scale shall accompany the applicable detail.

Project Manual:

Submit the Project Manual as a single document in searchable PDF format generated from the source program (i.e., not scanned). DO NOT SUBMIT FILES IN COMPRESSED/ZIPPED (.zip) FORMAT.

If paper Project Manuals would need to be formatted as volumes, then the electronic document submittal shall be formatted in similar volumes/files.

Document shall include "bookmarks" to facilitate locating document sections.

> A 2" H X 4" W area (oriented horizontally) shall be reserved on the project manual cover for the STATE BUILDING OFFICIAL APPROVAL STAMP. This area shall be completely blank with exception of the borderline.

Other documents:

Submit other supporting documentation (such as calculations, cost estimates, etc.) in PDF, Word, or Excel format.
Submit comment responses in <u>Word</u> format.

Submit Addenda files in individual PDF files (one addendum per file). A 2" H X 4" W area (oriented horizontally) shall be reserved on the first page of each addendum for the STATE BUILDING OFFICIAL APPROVAL STAMP. This area shall be completely blank with exception of the borderline.Include the "Transmittal for DEB Review Services" (form DGS 30-380) with the submittal.

OTHER REQUIREMENTS
Responsible Design Professional's Electronic Seal and Signature:
The responsible design professional (RDP) shall electronically seal, sign and date each drawing and each volume of the Project Manual on the cover page or first page (or applicable pages if an RDP is responsible for parts of the specifications) of the project manual table of contents.

Electronic seals, signatures, and dates shall comply with CPSM Section 5.2.1.

Security:
 Some digital signature software affects the document security and limits DEB's ability to process the documents. Document security must allow DEB to electronically mark-up drawings and the Project Manual, and to add or remove sheets.

Page Orientation:
All drawings shall be set to landscape orientation with the top of the page at the top of the monitor.   A north arrow shall be included on all plans. Other submittal types (project manuals, calculations, cost estimates etc.) may be set to either landscape or portrait orientation with the top of the page at the top of the monitor.

MANDATORY REQUIREMENTS FOR ACCEPTANCE
While all of the requirements of Appendix S apply, submittals that fail to meet certain requirements will not be accepted. These mandatory requirements for acceptance are:

Drawings:
1. Submitted in searchable, PDF format with drawings combined into a single document or volumes. (No .zip files.)
2. Text shall be recognizable as text in all documents.
3. Each drawing shall have a unique sheet number (to include the discipline for the work), including all volumes of drawings.
4. The title block and sheet number shall be in a consistent location on all sheets.
5. Document security must allow DEB to electronically mark-up drawings.

Project Manual/Narrative:
1. Submitted as a single document or volumes in searchable, PDF format. (No .zip files.)
2. Text shall be recognizable as text in all documents.
3. Document security must allow DEB to electronically mark-up drawings.
Calculations
1. Submitted as separate files organized by trade.

RECORD DOCUMENTS
The agency shall maintain records documents in accordance with Section 7.6.24.

Attachment A

The links below are provided as a reference for use in creating PDF documents with recognizable text:

AutoCAD:
https://knowledge.autodesk.com/support/autocad/learn-explore/caas/sfdcarticles/sfdcarticles/How-to-create-selectable-and-searchable-text-in-a-PDF-from-AutoCAD.html

Bluebeam:
https://support.bluebeam.com/articles/autocad-creating-pdfs-with-searchable-text/

https://support.bluebeam.com/ocr/

Revit:
https://knowledge.autodesk.com/support/revit-products/learn-explore/caas/CloudHelp/cloudhelp/2019/ENU/Revit-DocumentPresent/files/GUID-8B7424DD-C07A-4FD7-B4DB-5F7F6F14D8E8-htm.html

Note: Choose a PDF print driver that will convert to recognizable text. See additional information on PDF print drivers below:

https://knowledge.autodesk.com/support/revit-products/troubleshooting/caas/sfdcarticles/sfdcarticles/Revit-PDF-export-print-options.html

https://knowledge.autodesk.com/support/revit-products/learn-explore/caas/CloudHelp/cloudhelp/2018/ENU/Revit-DocumentPresent/files/GUID-33DAC17F-8E51-4E46-B4C7-1F9DDC54068C-htm.html