



Electronic Plan Submittal Requirements

The City of Lakewood Community Development Department accepts electronic plan(s) and document submittal(s) (via Drop Box) for permit applications.

Please note that the submittal method selected for a project, whether electronic or paper, must be consistent for the duration of the entire project.

APPLICATION SUBMITTAL PROCEDURES

Application:

- Applications are available on-line at www.cityoflakewood.us. Click on the permit icon at the bottom of the screen.
- Email a completed permit application, along with a description of the work, to permits@cityoflakewood.us
- A Permit Technician will contact you with the submittal fee and payment options. We accept Visa, MasterCard, or check(s) (payable to the City of Lakewood).
- Once payment has been received, the Permit Tech will email a copy of the receipt, provide the corresponding permit number(s) and notify that a DropBox folder has been created and is available to upload required documents. Documents must be uploaded within 3 business days or the permit application will be cancelled.

Revisions: (if applicable)

- Email permits@cityoflakewood.us that you have revisions and then upload them to the Dropbox folder with the permit number, project name, the department, and the revision number. For example:
 - BP-15-01000 Safeway – BLDG rev 1 or
 - BP-15-01000 Safeway – PLNG rev 2
- All revision submittals should include a revision summary, the revised pages should be marked with the revision number and date, and revisions should be called out by being clouded.

Approval:

- An email from the Permit Technicians will be sent advising that the permit(s) have been approved, the remaining balance that is due and if the contractor information is required, prior to issuance. We accept Visa, MasterCard, or check(s) (payable to the City of Lakewood). *Please note, if check is returned as NSF there will be an applicable fee and permit will be revoked until another form of payment is received.*
- Once payment has been received you will receive an email notifying you that the approved set of plans will be available for download from the Dropbox. Please print out one set and keep on site at all times for inspection purposes.

FILE REQUIREMENTS:

- All digital files shall be MS Windows compatible.
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 9.0 or earlier.
- Security settings shall allow reviewers to markup digital documents, create notes, and to insert/remove sheets.
- AutoCAD users shall “Plot to .pdf” in order for CAD information and links not be included within the .pdf which will also make the file size much smaller.
- Unless your plan set is very large (over 200 pages or 200 MB), submit the entire plan set as one document. Large plan sets may be submitted in plan sections (e.g., architectural, site, structural)
- Include an index of plan sheets and use bookmarks to distinguish different sections of the plan set (e.g., architectural, site, structural). The first character should represent the discipline area (“A” for Architectural, “S” for Structural, etc.) The sheet number may be listed with decimals or in whole numbers. The sheet name must clearly indicate the information found on the page.
For example:
 - A0.0 – Cover Sheet
 - SP100 – Site Plan
 - L1.0 – Irrigation Plan
 - A1.0 – First Floor Plan
 - S1.0 – Foundation
 - P1.0 – Fixture Plan
 - M1.0 – HVAC roof plan
 - E1.0 – Interior lighting
- Bookmarks/sheet name label links are required in the .pdf file, referencing the sheet number and sheet name. For more info on how to create bookmarks please visit the Adobe.com website and query “create bookmarks” or go to <https://helpx.adobe.com/acrobat/11/using/page-thumbnails-bookmarks-pdfs.html>. If using Bluebeam, please visit Bluebeam.com for instructions or go to <https://www.bluebeam.com/us/bluebeam-university/pdf-tutorials/revu-11/bookmarks.pdf>.
- Engineering Calculations .pdf shall include the engineers seal and signature.
- Other supporting documents in .pdf (i.e. energy docs pdf, appliance installation pdf etc.) shall be one file.
- Site plans shall be scaled at 1”= 20 or 1”=30’
- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor.
- On each drawing sheet a 3”x3” area located in the lower right corner shall be left blank for the placement of approval stamps.
- Plan drawings shall be sized for 24” x 36” paper and shall be drawn to scale. Each sheet should state the scale used.
- All text shall be readable and no smaller than 10 point font.