

Commercial PDF Document Information

All submitted documents must be in Portable Document Format (PDF). PDF is the industry standard for electronic plans. Improperly formatted plans will not be accepted.

PDF Software

Many free PDF tools and tutorials are available online. While the City of Sioux Falls uses Bluebeam Studio Sessions to view, review, and markup PDF documents, it is not required for any applicant to have Bluebeam software to view PDFs. Potential resources: drafting and lumber companies, contractors, architects, engineers, copy centers, etc. Formatting Requirements

- All submittal, and resubmittal documents are to be **COMBINED** into **ONE SINGLE PDF FILE**. This keeps all the drawings together and reduces the potential for incorrect or missing files in the official permit record.
- **Re**submittal documents must include the complete drawing set with revisions clouded on any revised drawings. All drawings from the previous submittals must be included unless they are no longer pertinent to the submittal. Your resubmittal may be rejected if the PDF file does not contain **ALL** files.
- Zip files, PDF packages/portfolios, and files transmitted via a shared website are not acceptable.
- Files must not be locked or protected. In addition, a digital signature with electronic authentication attached to the document prevents City Staff from noting corrections and is not acceptable.
 - When a design professional's stamp and signature is required, it may be a computer-generated image identical in size, design and content, or a scanned, accurate depiction of the licensee's seal.
- Files must not contain viewports, or multiple drawing layers, they must be fully flattened, and reduced in size.
- With the exception of colored renderings, files must be submitted in black and white, not in color, unless otherwise instructed by this office. Each city department has been assigned a color to make correction notes in the PDF, and said correction notes must be readily distinguishable from the submittal content.
- Drawings must be drawn to scale (engineer or architect's scale). Hand drawn plans on graph paper that are drawn to scale may be acceptable in certain limited circumstances.
- Drawing sheets must all be the same size. This is important for the comments and mark-ups to show up properly.
- All pages must be rotated so that the orientation is correct, i.e. the top of the sheet corresponds with the top of the computer monitor and is in the proper viewing direction.
- Each sheet must be labeled to clearly identify the content of the page, e.g. Sheet A1.0 Architectural Site Plan and include the project name and location.
- Naming files to properly describe the file's contents will help keep review documents organized and will reduce the potential for delay-causing mix-ups.
 - File Names must be formatted "[Project Name] [Permit Type] Plans [Year]"
 - Do not include hyphens, dashes, punctuation or symbols in the file name.
 - Examples:
 - Freds Food Remodel Plans 2024
 - Tims Tunes Demo Plans 2024
 - Shop n Save Addition Plans 2024
 - Avery Apartments Foundation Plans 2024