



## Submitting Electronic Plan Applications

We now accept electronic plans for permit applications. Please follow the guidelines below to submit electronic plans. We reserve the right to reject plans that do not follow these guidelines.

Submit the plans, specifications, MFPD permit application & Cost Breakdown form as individual PDF files.

Submit plans as a direct CAD (.dwg) to PDF (.pdf) conversion:

- In CAD, select File > Print > Plot
- Under plotter name, select DWG to PDF
- Select proper page size for your drawing
- Set your scale in the print dialog box to match that of your drawing
- Select "center the plot"

Electronic or digital documents must be sealed in accordance with 20CSR 2030-3.060. If your plans are stamped electronically, do not lock the document upon signing as we will not be able to complete our review of locked documents.

Security settings must allow reviewer editing.

Plans must be legible and have an accurate scale on every sheet.

Adhere to the AIA page naming convention

- Bookmark all sheets so the reviewer can easily move through the plan set

File size cannot be larger than 250 MB.

- If file size is small enough, just email to the [fireprevention@mehlvillefire.com](mailto:fireprevention@mehlvillefire.com)
- If too large to email, provide a download link

All revisions should be "clouded" for ease of review and revision date shown on the plans. You can submit a complete revised set of documents or just the revised sheets for us to insert into the file set.

## Scanned Documents

PDF documents produced by scanning paper documents are inherently inferior to those produced from electronic sources and the document file size is greatly increased.

PDF documents created from electronic sources are preferred; however, documents which are only available in paper format if scanned. Documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Scanning should be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size.