

## Electronic Document Submittal Guide for building permits

The following are instructions for completing an Electronic Document Submittal:

**Step 1:** Prepare required documents. Building permit process and submittal checklist guides are available at: <https://www.fcgov.com/building/>

**Step 2:** Organize and format files:

- a. Group and name each file according to the *Electronic Document Naming Instructions* page 3.
- b. PDF "Plans" must be combined into a single PDF file (Arch + Structural + Commercial MEP, etc).
- c. PDF plans and site plans must be generated to scale (e.g. 1/4" = 1'; 1/8" = 1'; 1:10; etc).
- d. PDF plans must be legible when printed to scale (Font size on plans shall not be smaller than size 8)
- e. PDF documents/files cannot be locked, or password protected, and shall have permissions set to allow annotations, form fill, and signing by City staff.
- f. Plans prepared by design professionals shall contain an information block with name, license number, signature and contact information.
- g. If required for your project type, each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically in accordance with Colorado architectural and engineering standards in a flattened, non-working format.
- h. PDF plans must be oriented so that north is always at the top of the monitor and oriented either landscape or portrait view so that the top of the page is always at the top of the monitor. Pages cannot be rotated in different directions/orientations).
- i. Plans cannot have any working, active, or living comments (must be a clean, flattened set).
- j. Maximum size for any file shall be 75MB.

**Step 3:** Submit all required plans and documents. Name each separate file according to the naming conventions below. Incomplete submittals will not be accepted or routed for review.

**Step 4:** Email submittal to [BuildingServices@fcgov.com](mailto:BuildingServices@fcgov.com)

**Step 5:** A staff member will contact you for payment.

## Re-Submittal Instructions

for electronic building  
permit documents

### AN E-MAIL WILL BE SENT TO THE "APPLICANT" IF A RESUBMITTAL IS REQUIRED.

This means that corrections need to be made prior to permit issuance and construction. Re-submittals receive a reduced review time, typically less than 2 weeks.

- 1:** Login to your account at the City's [Citizen Access](#) portal. You must create an account re-submit plans. Please note, your account must be linked to your City of Fort Collins contractor license to use the resubmit functionality. In the case of an individual or homeowner, the individual account needs to be linked directly to the permit.
- 2:** Type the permit number into the "Simple Search" box or click "My Records" or "Search Permits" to see a list of active permits associated to your account
- 3:** Click on the Permit # in the list of permits. Click on "Record Info", then "Attachments". This will reveal a list of documents. There may be multiple pages of documents.
- 4:** Find a document that needs to be resubmitted by checking the "Document Status" column. The status will be "Resubmittal Required".
- 5:** In the "Action" column, click on the "**Resubmit**" link for the document you wish to resubmit.
  - If you don't see this option, contact [buildingservices@fcgov.com](mailto:buildingservices@fcgov.com) *DO NOT USE THE "UPLOAD" BUTTON.*
- 6:** Select desired file from your computer and double click or click Open.
  - Make sure your revised document is named according to the Electronic Document Naming Instructions (see next page).
  - Document must be a complete, full set, without active/working comments (must be flattened).
- 7:** In the "Type of Document" dropdown, select the type of document you are uploading. If you're not sure, look at the "Document Type" column for the document type assigned to the original version of the document you are uploading. Please note: "Type of Document" automatically defaults to Plans and will need to be changed if necessary.
- 8:** Add a brief description of your revision in the "Description" box.
- 9:** Click "Upload".

Repeat these steps for any other requested revisions / other document files

# Electronic Document Naming Instructions

Each file included in a submittal should be named starting with a prefix according to the table below, followed by Address or the Model Name (for Stock Plans only) or, and then the version number (v1, v2, etc). **\*\*\*To find out what documents are required for your project, please refer to the applicable Submittal Checklist.\*\*\***

Document Prefix:	Documents to include (as required) combined in a single file named with this prefix:
Apps	Building Permit Application, Building Owner Authorization, Homeowner Affidavit, Addendum Form, Housing Model Affidavit, Submittal Checklist
Site Plan	Site Plan
Plans	Architectural Plans, Structural Drawings, MEPs, P2904 Fire Sprinkler Plans
Mech Docs	Residential Mechanical System Design Form, HVAC Load Calculations.
Energy Docs	Energy Code Compliance form (residential or commercial), Required Energy Reports, Lighting Comcheck Reports
Env Docs	Waste Management Plan, State Demolition Approval Notice, Asbestos Assessment, Asbestos Awareness Form
Eng Docs	Engineer's stamped <i>supporting</i> documents such as: structural letters, reports, sketches.
Grading	Grading Plan
Soils	Soil Prep Certification
Letters	Comment Responses, Approved Variances, Emails, other letters
FF Plans	Footing & Foundation Plans including relevant underground MEP pages
Util Plans	City of Fort Collins Approved Utility Site Plan showing underground utilities and line sizes

## Examples of proper naming conventions:

### INITIAL SUBMITTAL (These documents are version 1):

Document Type – Address or Model Name – Version number (include street direction and unit number if applicable)
Apps - 1234 Street Name - v1 Plans - 1234 Street Name - v1 Site plan - 1234 Street Name - v1 Energy Docs - 1234 Street Name - v1 Util Plan – 1234 Street Name - v1 FF Plans - 1234 Street Name - v1 Plans - Model Name - v1 (for stock plans) Plans - 1234 Street Name 100 - v1 (for addresses with unit numbers or letters) Plans - 1234 Street Name - v1 (for duplexes, use lower address number)

### REVISIONS/RESUBMITTALS (re-submitted documents will be version 2, or version 3, etc.):

Document Type - Address or Model Name - Updated Version number (include street direction and unit number if applicable)
Plans - 1234 Street Name - v2 Site plan - 1234 Street Name - v2 Energy Docs - 1234 Street Name - v2 Mech Docs - 1234 Street Name - v2 Plans - Model Name - v2 (for stock plans) Plans - 1234 Street Name 100- v3 (for addresses with unit numbers) Plans - 1234 Street Name - v4 (for duplexes, use lower/smaller address number)