



ezTrak Electronic Document Standards Guide

Hamilton County Planning + Development

City of Cincinnati:

Buildings & Inspections, City Planning and Engagement
Law – Administrative Hearings

1) Digital File Type Standards

- a) Only PDF and JPEG file formats are accepted.
- b) All submitted files shall follow PDF standard. Only searchable PDF files are accepted.
- c) For drawings, providing vector-based PDF's will allow the plans to be reviewed using a higher level of clarity and allows individual drawing layers to be turned off. This helps expedite the plan review process.
Note: It is important that only the relevant layers are present and turned on and the file is visually ready for print when opened.
- d) Pages within a file should be ready for print using standard ANSI sizes (letter, legal, ledger, 24x36, 30x42).

2) Digital File and Sheet Relationship

- a) Drawings/plans
 - i) Multi-page PDFs are **not** allowed, you must submit **one digital file for each drawing/plan sheet**.
 - ii) All drawings must be saved to open in the same viewing orientation of the original drawing.
 - iii) Content must be monochrome with white background.
- b) Documents
 - i) Multi-page PDFs are allowed.
Example: Specifications, engineering calculations, energy calculations, product approval forms, geotechnical reports, storm water reports, etc.

3) Digital File Identification Standards

- a) You are required to input information for **three key fields** when submitting a file to enable easy identification of the content of the file, speed up plan review and submission of revision.
 - i) Document Type: You will be required to associate each file with a document type from the provided list.
 - ii) Document ID: **This is a very important field and should be unique within the entire document set for a record. The Document ID is also used for submitting revisions.**
Note: Document ID format is based on [U.S. National CAD Standard - Drawing Set Organization](#).
Please see Appendix 1 for excerpts and examples on applying this standard.
 - iii) Document Title: A brief title of the file content.

Appendix 1: Document ID format standards

- A unique Document ID is required for every file submitted for a record.
- It is a very important field to assist in submission of revisions and should be unique within the entire document set for a record.
- It is based partly on U.S. National CAD Standard - Drawing Set Organization and composed of the following parts: Discipline Designator (Level 1), type designator, and sequence number.
- See example of sample document set in Appendix 2.

Discipline Designator		Type Designator		Sequence
A - N N N		A - N N N		A - N N N
G	General	0	General (symbols legend, notes, etc.)	<p>The sheet sequence is a two-digit number that identifies each sheet in a series of the same discipline and sheet type.</p> <p>Sequence numbering starts with 01; sheet number 00 is not permitted. The first sheet of each series is numbered 01, followed by 02 through 99. Sequence numbers need not be sequential, to permit future insertion of sheets during design.</p>
H	Hazardous Materials	1	Plans (horizontal views)	
V	Survey/Mapping	2	Elevations (vertical views)	
B	Geotechnical	3	Sections (sectional views, wall sections)	
C	Civil	4	Large-Scale Views	
L	Landscape	5	Details	
S	Structural	6	Schedules and Diagrams	
A	Architectural	7	User Defined	
I	Interiors	8	User Defined	
Q	Equipment	9	3D Representations	
F	Fire Protection			
P	Plumbing			
D	Process			
M	Mechanical			
E	Electrical			
W	Distributed Energy			
T	Telecommunications			
R	Resource			
X	Other Disciplines			
Z	Contractor/Shop Drawings			
O	Operations			

4) Seals, Scales and Approval Stamps

- a) Documents submitted by licensed design professionals must be sealed and signed electronically in accordance with the requirements of their licensing board.
- b) Scale must be a standard graphic measurable scale (i.e.: ¼" = 1'-0" or 1" = 30'-0") and set to print accurately.
- c) A 3-inch square clear space must be reserved in the upper left corner of every drawing. This clear space is reserved for the purpose of batch stamping all drawings with a dated approval stamp by the agency issuing approvals and permits.
- d) For multi-page documents, the agency's approval stamp will be placed in the upper left-hand corner of the first page of the document.

5) Digital File Naming Standards

- a) File names cannot exceed 65 characters
Please see Appendix 2 for recommended file naming standards for expediting online submittals.

Appendix 2: Recommended file naming standards

- If you name the files using the recommended standards, ezTrak will assist in filling in the required fields when you upload the document for submittal by parsing the file name.
- The recommended file naming format is composed of two parts separated by an underscore: **Document ID** and **Document Title**. Example: **A-101_ground floor plans.pdf**
- If no Document Title is provided in file name, users can add the title during the ezTrak import process.

Example of sample project document set:

Document ID	Document Title	Recommended filename
G-001	Title Sheet	G-001_Title Sheet.pdf
E-101	Electrical First Floor	E-001_Electrical First Floor.pdf
A-101	First Floor Plan	A-101_First Floor Plan.pdf
A-102	Second Floor Plan	A-102_Second Floor Plan.pdf
A-201	East Elevation	A-201_East Elevation.pdf
S-101	Foundation Plan	S-101_Foundation Plan.pdf

6) Revisions

- a) If a revision is requested, the applicant will receive an e-mail requesting a response.
- b) The applicant shall submit revisions in ezTrak. Submittals may include revised documents and additional documents.
- c) Revised drawings and documents must use the exact same Document ID. Do not change the original file name in any way to reflect that it has been revised or changed. ezTrak will automatically tag the uploaded file as a new version of an earlier drawing or document file.