

ELECTRONIC FILE STANDARDS & FILE NAMING CONVENTIONS

Use this document as a guide for electronic file standards and attachments

Attachments: Portable Document Format (PDF) formatting requirements

The City of Lynnwood only accepts PDF files for plan review. PDF is the industry standard for electronic plans.

Note:

- An exception to the PDF standard requirement is stormwater modeling files which may be submitted in native formats (e.g., whm, .wh2, .mgs)

PDF files must be formatted as described below:

• Layers:

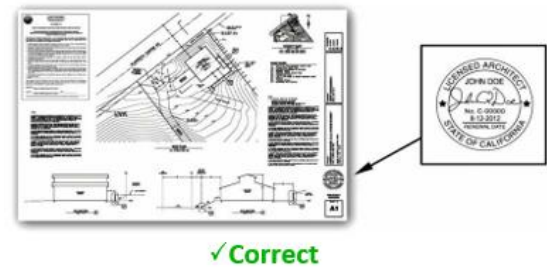
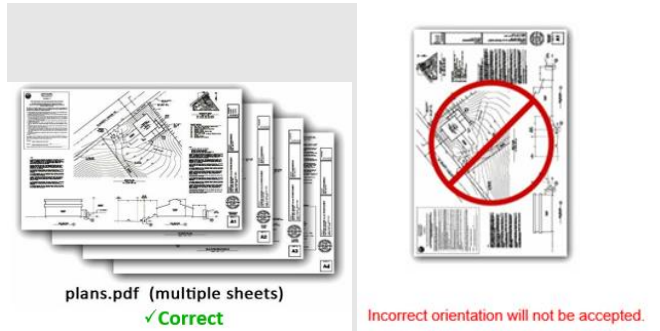
- All documents are required to be flattened and full-size, one-to-one format
- Viewports must be removed so that corrections may be made by reviewers
- Drawing must be one set bookmarked by discipline (e.g., architectural, structural, etc.)
- Each plan sheet must be bookmarked to clearly identify and match the content of the page. (e.g., *A1.01-1 Floor plan*)

• Format:

- All plans must be legible and to scale in order to be reviewed
- Vector preferred Resolution: 300 pixels per inch (PPI) Color Depth: Monochrome (1-bit)
- Drawings must be scaled and oriented correctly
- Files must be unlocked or unprotected so that corrections may be made by reviewers
- All reports must be rotated so that the pages of the reports are upright
- Hyperlink the detail callouts on the plan set
- The completed submittal checklists and energy forms must be submitted in PDF format separate from the drawing files.

Drawing Standards

- Site plan drawings and construction plans must be submitted in black and white PDF documents unless otherwise specified
- Basic drawing elements including north arrow and scale bar must be present
- Minimum plan size shall be 22" x 34" for commercial (min. 11" x 17" for residential)
- All sheets must be the same size (do not combine 24" x 36" sheets with 8 ½" x 11", etc.)
- All text shall be readable, and no font shall be smaller than 10 point or equivalent
- All sheets shall be oriented so that the top of the sheet corresponds with the top of the computer monitor (not rotated)
- A 5" x 5" space must be left blank in the bottom right-hand corner of each sheet & cover sheet of the drawings for the City of Lynnwood to insert an approval stamp
- Each plan sheet needs to include the project name and address in the title block
- Plans cannot state "Not for Construction" Plans may state "For Agency Review"
- Site plans at 1" = 20' or larger scale
- Floor plans, elevations, and sections at not less than 1/8" = 1' scale (min ¼" = 1' for residential floor plans)



Drawings must be submitted in black and white PDF documents unless otherwise specified.

Revisions and Resubmittals

- Please refer to the [Resubmittal Checklist](#)

Electronic File Naming Conventions

Files need to be named concisely to describe the contents of the file document and to include the date and version number of the file.

Not all software interprets spaces consistently. No spaces are allowed anywhere in the file name. The underscore is acceptable in place of spaces.

Applications with files named inconsistently may be rejected.

Resubmittals

- Please use the same file name with updated date and version
- Please add your permit number after the file name

Revisions (post issuance)

- Please use the same file name with updated date and version
- Please add your permit number after the file name

Document Type	Type Description	File Name Examples
A	Applications	Development Engineering Permit, Fire Sprinkler Permit, Sign Permit, New Commercial Building Permit, Single Family Residential Combination Permit, etc.
APL	Appeals	All documents associated with appeals
C	Correspondence	Letter of Understanding, Geologic Risk, , All project correspondence such as from the: Project Applicant, Public, Other Agencies, City (i.e., Application Acceptance, Project Expiration, Project Hold, Project Off-Hold), Close Out Letter, Response Letter, etc.
CA	Calculations	Density Worksheet, Landscape Analysis, Parking Analysis, Plat Calculations, Structural Calculations, Plumbing Calculations, Hydraulic Calculations (Fire Sprinkler), Impact Fees, etc.
D	Decisions	Project Decision (Administrative, Hearing Examiner, Council)
EC	Environmental Checklist	Environmental Checklist, SEPA, NEPA, etc.
F	Forms	SWPPP, SPCC, Minimum Site Inspection, etc.
J	Justifications	Written Justification for: Adjustment, Conditional Use Permits (CUP), Modification, Variance, etc.
LG	Legal Documents	CCRs (Covenants, Conditions, and Restrictions), Bill of Sale, Declaration of Covenants, Deed of Dedication, Easements, Impact Fee Deferrals, Lot Combinations, Plat Certificate, Proof of Plat Name Reservation, Real-estate Excise Tax Form (REETA), Title Report
LOA	Letter of Authorization	Fire, Building Owner letters that allow work to proceed

LS	Landscape Documents	Landscape Plans, Landscape Maintenance Agreement, etc.
P	Permit Set	Including: Civil Site Plans (see Development Engineering Permit Checklist) Elevations, Floor Plans, IFC, Plan Reductions, Renderings, Site Plans, Fire Suppression, etc.
PN	Project Narrative	Project Narrative
PRE	Pre-Development	Pre-Development Submittal, Pre-Application Meeting Summary
RS	Reports/Studies	Commissioning report, Biological Assessment/Critical Areas Study, Drainage Technical Information Report (TIR), Geotechnical (Soils) Report, Special Inspection Report (Compaction, Structural, etc.), Stream/Lake Study, Traffic Impact Analysis (TIA), Traffic Study, Wetland Assessment, etc.
SC	Submittal Checklists	Building Permit Checklist, Development Engineering Permit Checklist , Land Use Checklist, Project Design Review, etc.
SP	Spec Sheets	Shop Drawings, Product Specifications, etc.
TR	Tree Related Items	Arborist Report, Tree Retention Map, Tree Retention Worksheet, etc.

The following are examples of the acceptable document types and file names based on the table above:

First Submission

V[review version]_[Document Type]_[File Name]_MM-DD-YY
 V1_C_Response_Letter_[creator’s name or company]_01-30-22

Resubmittals

V[review version]_[Document Type]_[File Name]_Permit number_MM-DD-YY
 V2_P_Civil_Construction_Plans_01357777_02-09-22
 V3_RS_Wetland_Assessment_01357777_10-30-25

Revisions

REV[revision version]_[Document Type]_[File Name]_Permit number_MM-DD-YY
 REV2_P_Civil_Construction_Plans_01357777_02-09-22
 REV3_RS_Wetland_Assessment_01357777_10-30-25