

Community Development Department

Building Safety Division
31 E. Fifth Street
Tempe, AZ 85281
480-350-8341



Electronic Plan (E-Plan) Review Submittal Guidelines

The City of Tempe requires plans to be submitted electronically through the Citizen Access Portal at this link: <https://epermits.tempe.gov/CitizenAccess/Default.aspx>. The following guidelines shall be followed to ensure a complete and accurate review within our projected timeframes. Submittals will not be accepted through email or if any combination of these submittal guidelines is not met. Redlines and approved plans will be returned via the same manner.

E-Plan Document requirements

- All plan sets shall be complete and include all documents stated in the Commercial Project Checklists and/or Residential Project Checklists at this link: <https://www.tempe.gov/government/community-development/building-safety/applications-forms>
- All PDF documents shall have security settings set to "**Allowed**" in order to allow plan reviewers to place comments on plans through Bluebeam Studio.

Page & File Orientation:

- All plan sheets shall be saved in the horizontal (landscape) position. Non-plan sheets (calculations, soils reports, manufacturer cut sheets, etc.) that are 8.5" x 11" shall be saved in a vertical (portrait) position.
- Each plan sheet shall be provided with a blank rectangular space (3.5" x 2" min) within the title bar for the City of Tempe approval stamp and shall be placed in the exact location on each sheet. **Exception:** *Civil plans shall follow the City's Engineering Division design criteria.*

Size of Prints:

- Architectural, electrical, mechanical, plumbing, structural, fire, civil and landscaping plans shall be a minimum of 24"x 36". (Residential plans may be smaller as long as the information is legible)

File Format and Size:

- The documents shall be submitted in an Adobe Portable Document Format (PDF) compatible with Adobe Acrobat X10 Professional and no one file shall exceed **256 mb**
- PDF's shall be first generation vector-based file (direct conversion from AutoCAD, ArchiCAD, MS Word, etc.).
- All plans submittals shall be combined into **ONE multi-page** pdf document and organized per discipline. **Example:** *Architectural, Civil, Landscape, Structural, Mechanical, Plumbing, Electrical, etc.*
- All other documentation shall be submitted separately. **Example:** *Structural calculations, soils report, specifications books, or other informational documents shall each be submitted as a separate single, multi-page file, not as individual sheets.*