

Grant County Online Permit Center

Plans and Documents Standards & Requirements

Submit with success!! Ensure that your plans and documents uploaded into the Online Permit Center are in accordance with following standards and requirements.

File Naming convention:

- Permit Number(space)DocumentTitle(space)Date
For example: BF 18-0001 Site Plan 09-06-2018
- No special characters
For example: (+,#,%,/,.)

Format and Grouping:

- All uploads shall be PDFs. No pictures, spreadsheets, Word documents or other writable formats.
- Plan sets need to be combined into one PDF

Created PDFs must have:

- Use PDF Version 1.4 or later – view file properties to check
- No Layers – Save as a Flattened/Optimized PDF to remove layers
- No Comments – Save as a Flattened/Optimized PDF to remove comments
- No signature validation or password

Scanned PDFs must be Legible, including:

- Scanner resolution settings need to be between 150 – 300 dots per inch (dpi)

Size and Orientation:

- File size: 195 MB maximum (view file properties to check)
- Proper Orientation of all Pages (right side up)
- Plans with a professional seal must have a copy of the seal and signature
- Page Size: 36" x 48" maximum (view file properties to check)

Plan Scale:

- All plans must be drawn and saved to a recognizable scale
Example 1/4" = 1' (or) 1/8" – 1' for Construction Plans
Example 1" = 20', 30', 40' or 50' for Drainage Plans or Site Plans

Submitting Revisions and Corrected Documents

- Uploading is locked when application is accepted – To submit a revised document previously accepted as 'Counter Complete', you will need to notify our office to unlock BEFORE you can upload the new pdf
- Do Not delete the previous document(s) uploaded
- Use the EXACT same format as the original submittal, changing only the submittal date.
For example Original = BF 18-0001 Site Plan 10-1-2018
New = BF 18-0001 Site Plan 10-9-2018
- If a 4-page set of structural plans was returned to you for corrections, resubmit a 4-page set of corrected structural plans in the same order. If new plans are being added to the revision, add the new to the back of the plan set.
- Do not reorder, extract or insert pages in the middle of your corrected or revised plans sets.