

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: (+,#,%,/,.))

Grouping PDFs:

- Plan sets need to be combined into one PDF

Created PDFs must have:

- Used 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
- 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

- 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.
- If you need to submit a revised document previously accepted as 'Counter Complete' you will need to notify our office BEFORE you will be able to upload the revision. For example: Providing a revised site plan after needing to relocate your structure, add distances, etc.