



**The City of  
OKLAHOMA CITY**  
DEPARTMENT OF PUBLIC WORKS

## Electronic Plan Review – Plans Submittal Standards

The City of Oklahoma City is making available Electronic Plan Review submissions to our customers via Oklahoma City's Accela Citizen Access portal (ACA). For successful electronic plan submittals, follow these format requirements. Your electronic plan review will not commence until the submittal meets the requirements.

### SUBMITTAL REQUIREMENTS

Plans can be upload on the Citizen Portal during the application submittal process.

<https://access.okc.gov/aca/Login.aspx>

- See file naming conventions below.
- Only files for the current submittal are to be provided. For example, if your project is a resubmittal, do not include files from the original submission.

**Construction plans** shall be uploaded as a single combined multipage file of type "Plan"

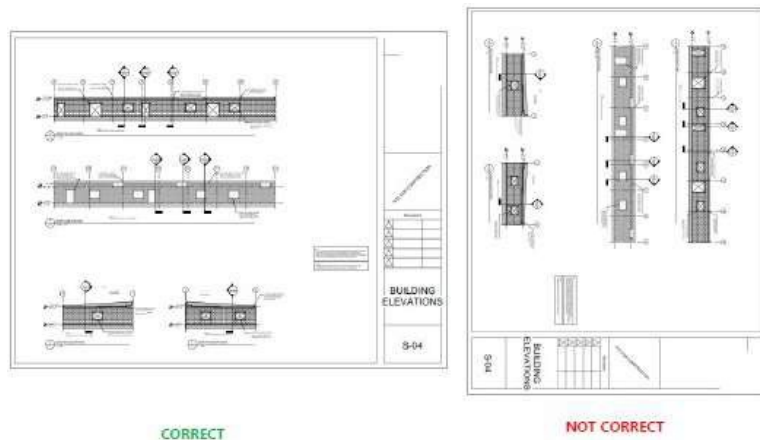
**OKC Application** shall be uploaded as a single file of type "Application"

**Supporting documents** shall be submitted as individual documents or as a single combined multipage file of type "Specifications"

**All files should be PDF or PDF/A** - Digital documents should be PDF (portable document format) or PDF/A, compatible with Adobe Acrobat Version 9.0 or higher. Each file should ideally be under 500MB in size in a Vector format. Please flatten the drawing layers in your CAD program before creating the PDF. Pages must be straight, clear with no streaks; sheets must be contrasting with background and not too light or dark. PDF bookmarks of each sheet are required; bookmark names must include the plan sheet number and sheet title. See below for additional information and requirements

**Unsecured setting** - Choose "unsecured" on your security settings so that plan reviewers may mark up the documents or create notes.

**Landscape orientation** - All drawings must uniformly use landscape orientation. Maintain a uniform page position for all files in the submittal.



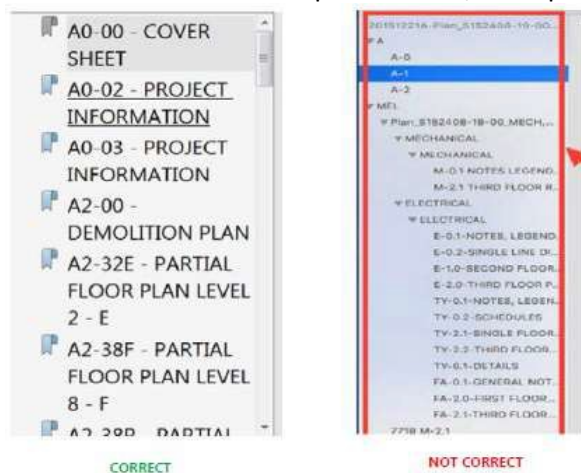
**6x6-inch stamp space on Cover Sheet** - Provide a 6 x 6-inch clear space on the cover sheet for jurisdiction approval stamps.

**3x3-inch stamp space on each drawing sheet** - Provide a 3" x 3" clear space for jurisdiction approval stamp on the lower right quadrant in the same location of the title block.

**Scale, legibility and legends** - Plans shall be to scale, fully dimensioned, and legible:

- **Text prints at minimum 10pt font size** - Use a legible font, equivalent or better than Arial, Gill Sans, or Tahoma, set at minimum 10pt when printed.
- **Use symbols and grayscale, not color** - Do not use color to differentiate items on the plans; instead, use symbols, hatches, line-type, and line-weights to relay information. Include a legend that defines all symbols. Plans shall be legible when set to print in grayscale

**Index Sheet and Indexed Pages** - Provide an Index Sheet that summarizes all the documents in the submittal; Index/bookmark the pages within the PDF. The index should note the unique sheet number at a minimum with a possible title/description of the sheet.



## FILE NAMING CONVENTIONS

Use these conventions for naming your files. Use UPPERCASE.

### #-DESCRIPTOR-TYPE.PDF

- CP# - This is the submission number where Check Prints (numbered 1, 2, 3, etc.) – Preliminary reviews.
- Final Plans (numbered 1, 2, 3, etc... Depending on revisions required)-Final review for approval.
- Change Order (numbered 1, 2, 3)-Change in plan design or quantities per developer or engineer
- Field Change (numbered 1, 2, 3, etc.)-Change in plan design or quantities due to field conditions
- DESCRIPTOR - At the end of the name, you may include a word or combination word to describe the file further. For example, "100 W MAIN" some text to identify the project.

Here are more examples of file names followed by how they are decoded:

**CP #1-100 W MAIN-PLAN** - Paving and Drainage plans

**CP #2-100 W MAIN PLAN** - Paving and Drainage plans