



Submission and Formatting Requirements for Electronic Plans

(Updated 03/31/16)

Submission Requirements

The City of Rancho Cucamonga Community Development Department accepts electronic plans / documents submittal via the City's online portal, **Accelerate**, for permit applications.

Please note that the submittal method selected for a project, whether electronic or paper, must be consistent for the duration of the entire project.

For questions regarding the electronic submittal process, please email accelerate@cityofrc.us.

Electronic Submission Process

1. Initiate an Application

To get started, go to the City's online Permit System, **Accelerate**, website www.cityofrc.us/accelerate and follow the links to create an **Accelerate** user account. Once you have created an **Accelerate** user account you will then apply for the appropriate application that matches the permit you are applying for by logging into your **Accelerate** user account and selecting "Create an Application" (a list of record types will appear for you to select from).

- For all New Residential or Commercial projects, including Solar Permits, Patios, RE-roofs, Swimming Pools, HVAC, select "Building & Safety/FCS" and then "Create an Application"
- For Residential or Commercial Fire Sprinklers, Fire Alarms, Fire Suppression, Hazardous Materials, or High Pile Storage, select "Building & Safety/FCS" and then "Create an Application"
- For all Land Development, Minor & Utility Construction projects, or Lane Closures, please select "Engineering" then "Create an Application"
- For all Design Review (DRC), Conditional Use Permits (CUP), Sign Permits, Minor Design Review (MDR), etc. please select "Planning" and the "Create an Application"

Complete the application per the fields on **Accelerate** and follow the instructions to upload plans under "Attachments." **The plans should be submitted in a single, black and white pdf document. Plans must be scaled and oriented correctly and must not exceed 100 MB. Scanned plans will NOT be accepted. Do NOT submit individual sheets as separate pdf documents.** For large plan sets due to the file size, you may provide separate pdf documents for the different portions of the plans (e.g. architectural, structural, etc.). Provide a separate pdf document for each supplemental document type (e.g. calculations, specifications, reports, studies, etc.). For full PDF formatting instructions, please refer to part two of this document beginning on **page 2**.

Once the application has been submitted, you will receive confirmation and be given a permit number. Staff will then be notified that an application has been submitted with an electronic plan submittal. Staff will then follow their internal workflow to review the plans / drawings and provide comments on the plans / drawings.

2. Tracking Status of Your Application

All progress on your application and associated plan review can be monitored through **Accelerate**. When City staff have completed their review of the plans / drawings electronically, you will receive an email informing you that the plans / drawings are ready with corrections or have been approved. You will need to log on to **Accelerate** to download the plans / drawings with all comments.

Checking your application online through [Accelerate](#) will provide you with the latest status of your plan review. You can check [Accelerate](#) 24/7 and we recommend checking online first prior to calling City Hall.

3. Resubmittals

If resubmittals are required, there will be a link located in the “Attachments” labeled “Resubmit” for you to upload your new plans to the open record in [Accelerate](#). **A complete set of any plans/ drawings that were revised must be uploaded, with all revisions clearly marked. Scanned plans will NOT be accepted. Do NOT submit individual plan sheets as separate PDF documents.** If any resubmittal fees are due, as identified in the plan review comments or noted as a fees due online, then these must be paid at the time of resubmittal and may be paid by credit card online through [Accelerate](#).

4. Approval

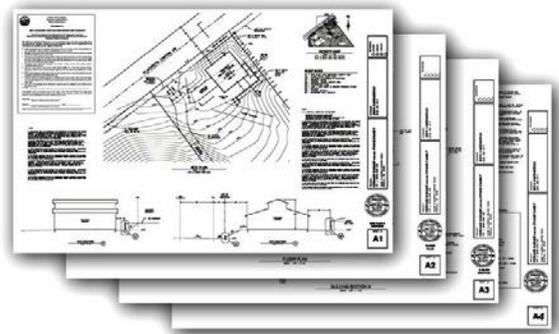
Once all review activities are completed and approved, applicants will receive an email notification that the permit is ready to be issued. After the permit is obtained, the City-stamped permit set of plans / drawings will be available on [Accelerate](#).

Applicants are responsible for printing a City-stamped set of plans for use in the field by contractors and inspectors.

PDF Formatting Requirements

Portable Document Format (PDF) is the industry standard for electronic plans. The City of Rancho Cucamonga only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

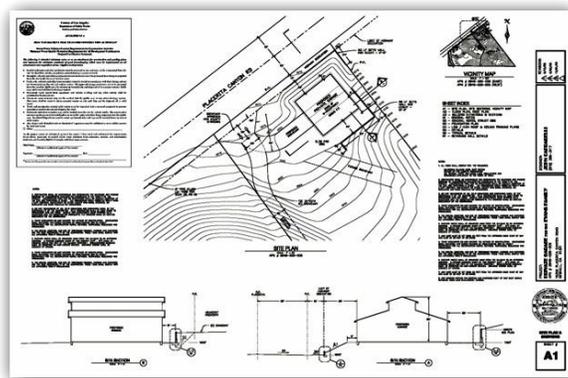
- Layers:** No multiple layers. Layers must be merged or flattened.
- Format:** Vector preferred
- Resolution:** 300 pixels per inch (PPI)
- Color Depth:** Monochrome (1-bit)
- File Size:** 1 megabyte (MB) avg. per sheet. 30 MB total
- Grouping:** Multiple-sheet PDF (single file with multiple sheets)



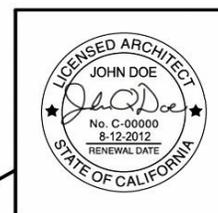
plans.pdf (multiple sheets)

✓Correct

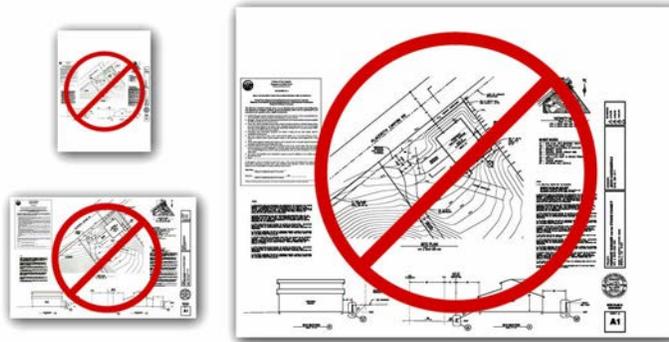
See “Formatting Q&A” on [page 4](#) for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).



✓Correct



All sheets must be consolidated into one plan set up to a maximum size of 30 mg whenever possible. Only a maximum of two (2) plan sets will be allowed per project if the file size is larger than 30 mg.



Incorrect sheet size, scale, or margins will not be accepted.



Color plans will not be accepted.



Incorrect orientation will not be accepted.

Formatting Q&A:

Question: *Why does Rancho Cucamonga only accept PDF plans?*

Answer: *Rancho Cucamonga is responsible for maintaining records of plans and providing the public with access to them. Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing, and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff.*

The PDF standard is constantly evolving and Rancho Cucamonga will continue to evaluate these standards as necessary.

Question: *Are raster-based PDF files acceptable?*

Answer: *Yes, assuming they meet the size limitation requirement of no more than 30 mg total. Vector-based PDF files are typically much larger than raster-based files. However, the City prefers vector-based files given the ability to scale these files.*

Question: *How do I combine multiple PDFs into a single file?*

Answer: *There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.*

Question: *My PDF files are too big. What am I doing wrong?*

Answer: *Properly formatted and compressed raster PDF files should not exceed 1MB per sheet. If your files are larger, you may have made one of the following errors:*

- *Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Plans must be saved as 1-bit (monochrome).*
- *Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of lossless compression (such as LZW). When creating or saving PDF files, remember to specify "compressed."*

Question: *How do I convert a vector-based PDF to a raster-based PDF if my file size is too large?*

Answer: *The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools freely available on the Internet.*

Step 1: Save the vector-based PDF files as raster images (TIF or PNG). The format of the raster images is important (300 ppi, monochrome). We recommend TIF files with LZW compression.

Step 2: Convert the raster images back to compressed PDF files.

Step 3: Merge the individual PDF files into a single multi-sheet PDF file.

Question: *Some raster images are loading slowly in the PDF reader. What am I doing wrong?*

Answer: *Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru). Be sure to set image transparency "off" before plotting.*