



Preparing PDFs for the Single PDF Process

During the Single PDF Process, the Bureau of Development Services is asking for you to submit drawings and documents as *multiple* PDFs uploaded to HCP Anywhere, and BDS needs those PDFs to be created and named certain ways to enable problem-free, rapid submission and processing of your application.

This document is a quick reference guide to help you create PDFs to BDS requirements. For more detailed information, see the File Preparation section of the document [Applicant Single PDF Process Steps](#).

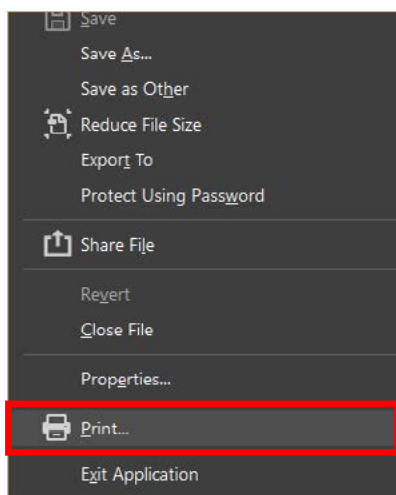


The **Single PDF Process** refers to the fact that **all drawings must be together in a single PDF file**, named appropriately. **Calcs, application, and other documents** required for a permit application *must* still be uploaded as **their own PDFs separate** from the drawings PDF.

KEEP IN MIND

- Drawings must all be in 1 PDF in landscape view
 - Plans must be drawn to scale
 - Include a reference scale/scale bar on all drawings
 - Filenames must be less than 50 characters long
 - Leave space for BDS stamp in top-right or bottom-right corner of drawings
 - Supporting documents (calculations, reports, and other non-drawing files) should be searchable PDFs
 - Disable font embedding when creating the PDF
 - Scanned documents: 150 dpi/ppi; disable OCR Text Recognition
 - When applicable, stamp files with signature per ORS and OAR*
 - Send only unsecured, uncertified PDFs*
 - Do not submit electronic signatures*
- * See Fixing PDFs below if necessary.

FIXING PDFS

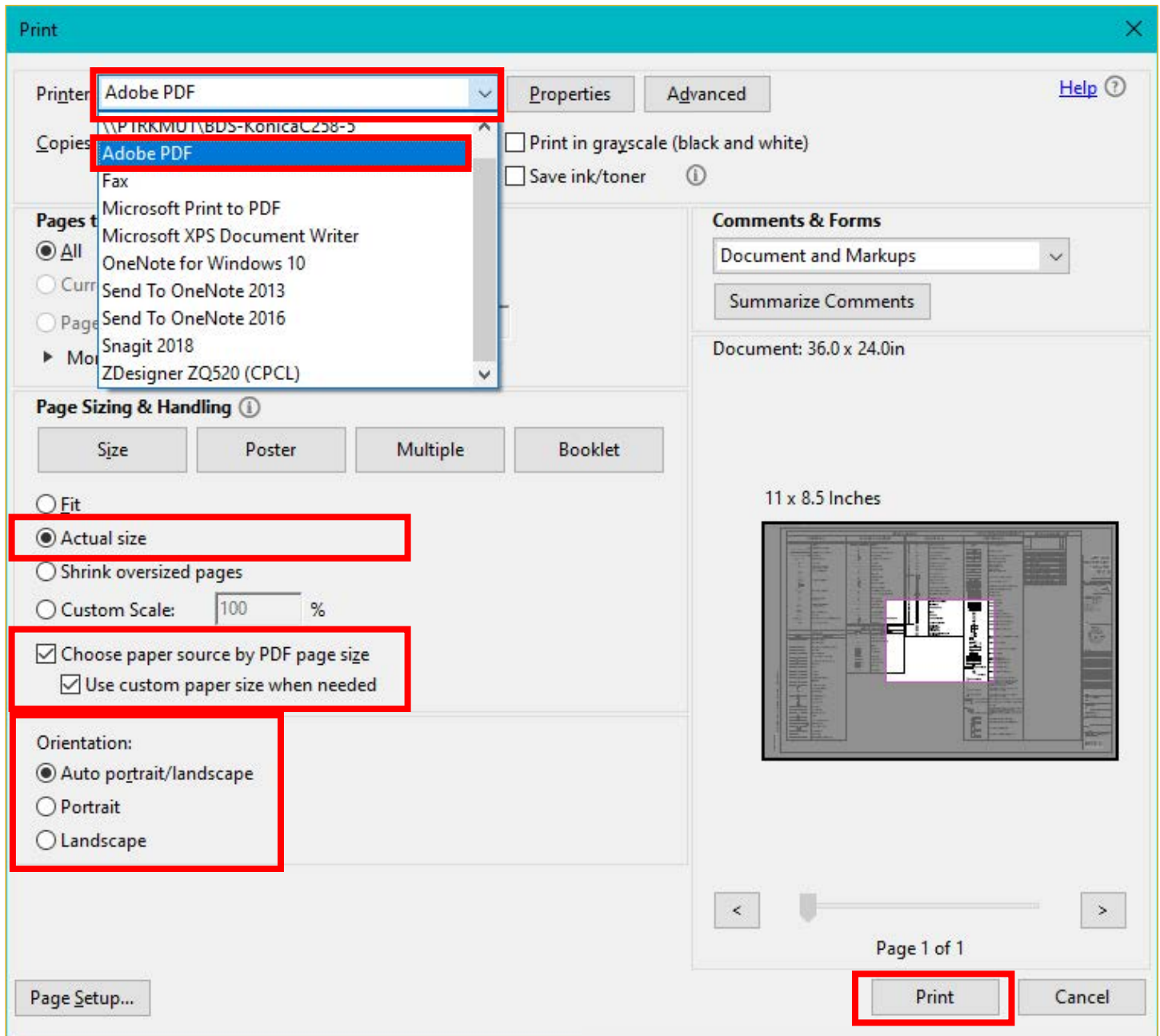


Some PDF issues can be corrected on existing PDFs, without recreating the PDFs, by *printing a PDF to PDF*, a process known as “refrying” the PDF. PDFs with the following problems can usually be made compliant by refrying: secured or certified; include stamp files; and/or use electronic signatures.

Follow these steps to reify the PDF *on a Windows computer*; Mac users can sometimes resolve issues [by using PDF Optimizer](#):

- 1 **Open** the non-compliant PDF.
- 2 In Acrobat Pro or Acrobat DC, **choose File > Print** to open the Print dialog (see figure on next page).
- 3 **Click on the Printer field** to open a dropdown list of printers available on your system.





- 4 Choose Adobe PDF.
- 5 In the Page Sizing and Handling section, **make sure Actual Size is selected** and that both **Choose Paper Source by PDF Page Size** and **Use Custom Paper Size When needed** are **enabled**. Orientation should be set to match the original document orientation.
- 6 Click Print.
- 7 You will be prompted for a location to save the new PDF. Do not replace the original PDF. Instead, **save the new copy** in a different folder on your computer.
- 8 When the refrying/printing-to-PDF process has finished, **quit Acrobat**.
- 9 **Locate the refried PDF** you just created, and **double-click it** to open it in Acrobat. Verify that it now meets BDS requirements.