



Preparing Files for ProjectDox Upload

There are specific requirements to upload documents into ProjectDox. This document provides guidelines, standards, and requirements to ensure documents are successfully uploaded.

For more detailed information on the uploading drawings and documents, please refer to the Applicant User Guide.

GENERAL GUIDELINES

- Filenames must be less than 50 characters long
- 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

APPLICATIONS AND DOCUMENTS

- Documents that contain multiple pages such as truss engineering, energy calculations, product approval forms, geotechnical reports, storm water reports, etc. may be uploaded as multipage PDF files. The file name should indicate what the document is.
- Separate document types shall be uploaded as separate files. (Notice of Commencement, Cost breakdown sheet, Application, Energy Calculations etc.).

FILE TYPE STANDARDS

- Only searchable PDF files are accepted for calculations, reports and other supporting plan documentation (non-drawing files).
- Both vector PDF and Design Web Format (DWF) files will be accepted for drawing files. Since AutoCAD software is commonly used to create drawing files, converting a DWG to DWF file print ready is the preferred secured file format. Files must be 2D DWF file print ready. The DWF must be saved as AutoCAD version 10 or lower format. ProjectDox does not support 3D DWF files at this time.
- If you choose to create PDF files, you will need to convert your AutoCAD files to a Vector PDF. It is recommended that drawings created in AutoCAD are converted to a Vector PDF within the AutoCAD program itself. In addition, the newest Adobe Acrobat (not the free version of Adobe Reader) will accommodate the creation of a Vector PDF.

DRAWING REQUIREMENTS

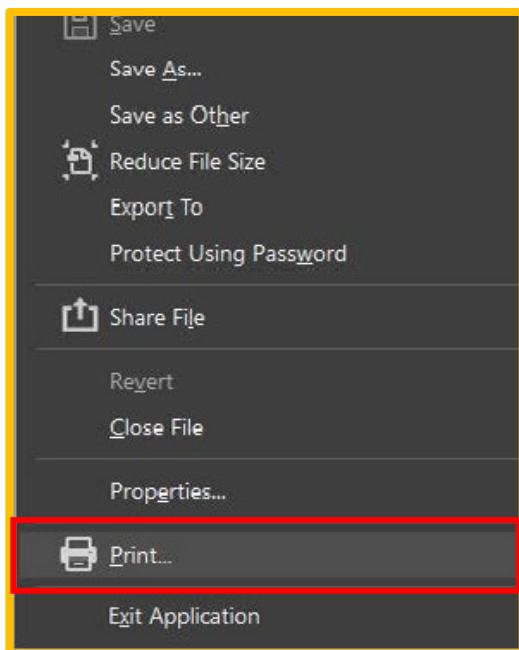
- All plans must be drawn to scale.
- Leave space for BDS stamp in top-right or bottom- right corner of drawings.
- Include a reference scale/scale bar on all drawings.

- All plans must be calibrated. This calibration shall be saved in the plan ensuring it is available to the reviewer.
- Each sheet must have an independent scale i.e. 1in = 40ft or 3/16in = 1ft
- When more than one scale is used on a sheet, an independent scale must accompany the applicable detail.

LAYER REQUIREMENTS

- The layers must be 100 or less. Please clean and purge all extraneous layers from the plan file.
- Remove/Reduce any shading or hashing in the file as it causes performance issues. If we are not able to open or navigate in the file it will be returned to you to correct.
- Please use industry standard PDF converter tools, such as Adobe, Bluebeam, or Revit to convert your files and drawings to PDFs.

FIXING PDF UPLOADS



Some PDF issues can be corrected on existing PDFs, without recreating the PDFs, by *printing a PDF to PDF*, a process known as “refrying”.

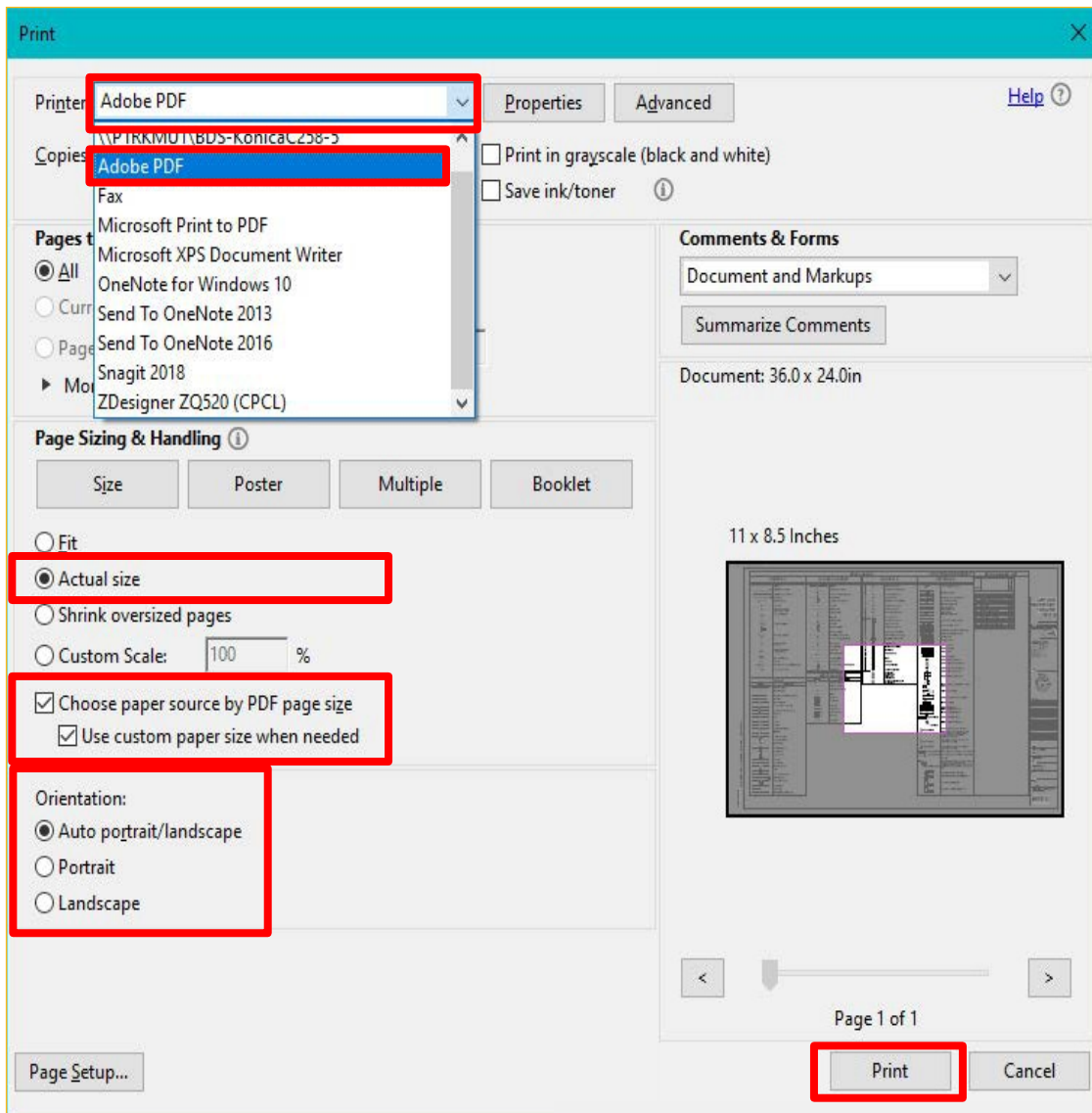
PDFs with the following problems can usually be made compliant by refrying:

- secured or certified
- stamped files
- electronic signatures

PDF REFRY

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.