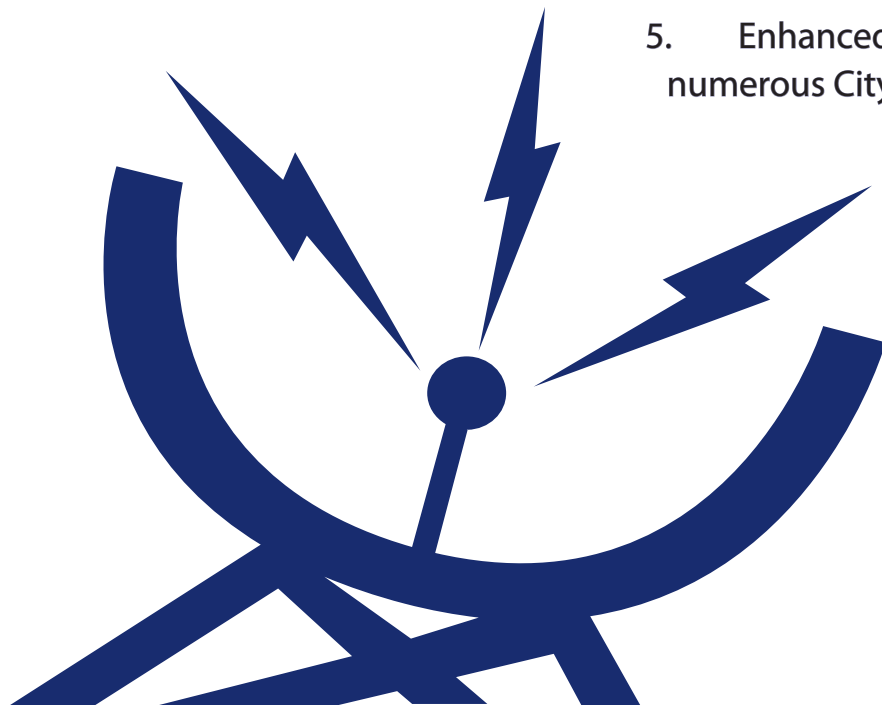**Customers are discovering the many benefits of Scottsdale's Digital Submittal Program.**

One customer swore they would never submit paper plans again.

The program has achieved:

1. Value-added service - less cost for plotting plans, fewer trips to city offices; improved plan review turnaround times.

2. Enhanced communication - by retaining copies of digital plans, staff have plans to reference (including comments) when discussing projects with customers, leading to quick issue resolution.

3. Enhanced ability to review and analyze the potential impacts - increasing the ability to quickly identify and resolve deficiencies related to traffic, drainage, water, wastewater, and other facilities.

4. Enhanced continuity of compliance reviews by documenting previous review comments and issues.

5. Enhanced cross-departmental collaboration, for numerous City Departments - with digital plans, no routing is required, and all parties can simultaneously view the same version of each plan.

6. Consistent, predictable process for both city staff and for the development customer.

7. Improved retention of Record information - no physical space required.

Planning & Development Services Department
Phone: 480-312-7800
Email: planninginfo@scottsdaleaz.gov

COMPLETE E-APPLICATION

UPLOAD PLANS (DWF FILES)

LOG IN (WITH KEY CODE) &
PAY ONLINE WITH CREDIT CARD

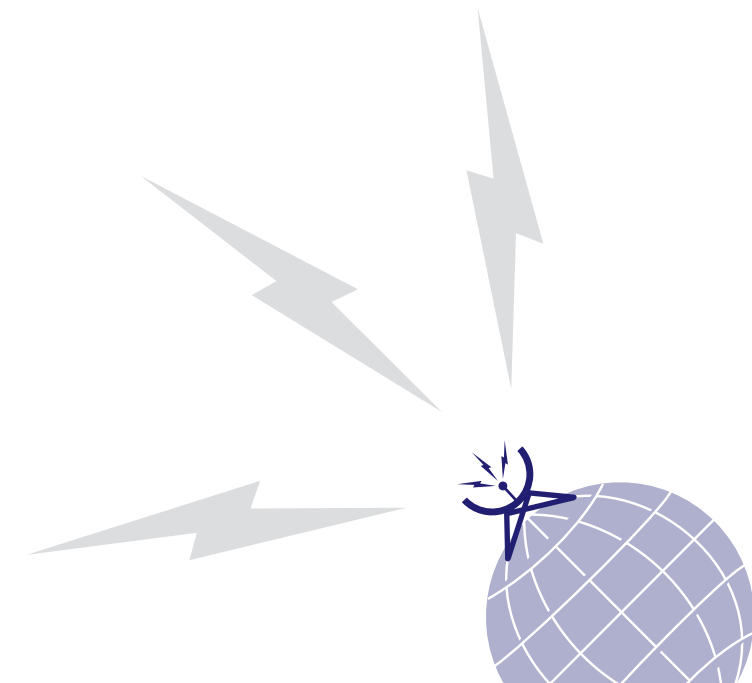*DOWNLOAD CITY REDLINES*

UPLOAD YOUR CORRECTIONS

WHEN PERMIT PAID,
DOWNLOAD APPROVED PLANS
AND PRINT COPIES

www.scottsdaleaz.gov/bldgresources/digital

CITY OF SCOTTSDALE

The Digital Submittal Program enables plan submittal, payment, and staff review to occur electronically - reducing costs for printing and eliminating trips and wait times at the One Stop Shop.

Everything You Need to Know to Join Scottsdale's Digital Submittal Revolution!

The program is currently open to:

‰ **Tenant Improvements,**

‰ **Single Family Residential in R1 districts,**

‰ **Deferred Fire Submittals,**

‰ **Plats and Maps of Dedication, and**

‰ **Sign Permit Applications.**

How It Works:

1. Customers complete the online e-Application and upload the plan files and supporting documentation (supported file types: DWF, PDF, Word & Excel).

2. The city e-mails the plan check number and key code that will allow the customer to log in and pay the plan review fees online.

3. City review comments are posted to the web interface for the customer to download, after which they will upload their corrections.

4. Upon payment of permit fees the stamped, approved plans will be uploaded as a secured PDF file. This file will need to be sent to a plotter (choose the 'print with comments' option) and a copy kept on site.

Digital Seal & Signature

Per the Board of Technical Registration:

RA-30-304 Use of Seals G. An electronic signature, as an option to a permanently legible signature, in accordance with A.R.S. Title 41 and Title 44, is acceptable for all professional documents. The registrant shall provide adequate security regarding the use of the seal and signature.

Call 602-364-4930 for more information.

Don't have a digital seal and signature?

Use this program for plan review -- when plans are ready for approval you'll be asked to bring in the paper copies to be stamped.

Single-Family Residential Submittals:

- A file for mechanical plans (name file MPE.dwf)

- A second file including architectural and structural plans (name file ARCH.dwf)

- A planning set (name file PLANNING.dwf)

- A file for a Civil Site Plan

- A file for Native plant inventory and plan

- A file for a Roof Analysis (if required) and

- Other supplemental materials

Tenant Improvements Projects less than 20 sheets:

- A file for mechanical, plumbing, and electrical plans combined (name file MPE.dwf)

- A 2nd file for architectural and structural plans combined (name file ARCH.dwf)

- For Both SFR & TI: Please note that floor/foundation/framing plans shall be on one (1) sheet (no match lines).

Deferred Fire Submittals

SFR Sprinkler Systems:

- A file for sprinkler plans (name file SPKL.dwf)

- Hydraulic calculations and Manufacture detail sheets

TI Sprinkler Systems:

- A file for sprinkler plans (name file SPKL.dwf)

- Manufacture detail sheets

Hood Systems/Alternative Suppression Systems:

- A file for alarm plans (name file HOOD.dwf)

- Hydraulic calculations and Manufacture detail sheets

Fire Alarms/Notification Systems:

- A file for alarm plans (name file ALRM.dwf)

- Load calculations and manufacture detail sheets

Plat & Map of Dedication Submittal Requirements by Type of Submittal

	Map(s)	Title Evidence	Alta Survey	Drainage Report	Prelim/Original Plat	NAOS Exhibit*
MASTER PLANNED PROPERTY PLAT	X	X	X			X
SUBDIVISION PLAT MAP	X	X	X	X	X	X
MINOR SUBDIVISION PLAT MAP	X	X	X	▲		X
PERIMETER EXCEPTION PLAT	X	X	X	X		X
MAP OF DEDICATION	X	X	▲	▲		X
CONDO PLAT	X	X	X	▲		X
REPLAT	X	X	▲	▲	▲	X
LAND ASSEMBLAGE	X	X	▲	▲		▲
File Type:	DWF	PDF	PDF	PDF	PDF	PDF

X = Required   ▲ = May Be Required   * For properties in ESL Areas only

Plats and Maps of Dedication:

- See chart of submittal requirements above.

Sign Permits - Permanent Installation

- 1 copy of each drawing

- Digital Sign Permit Application Supplement

- Site Plan

- Building Elevations (for freestanding signs, include elevations showing relationship to surrounding buildings/landscaping)

- Sign Specifications: text, lighting, font style/size, materials

- Scottsdale Business License (if applicable)

- Letter of Authorization from property owner(s) or management group

Customers with questions about this program, including detailed requirements and processes, are encouraged to visit www.scottsdaleaz.gov/bldgresources/digital/.

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Phone: 480-312-7800
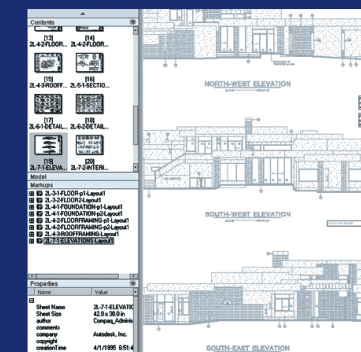**Email: planninginfo@scottsdaleaz.gov**

YOU WILL NEED PLANS IN DWF

The one thing that you will NEED to participate in this program is the ability to obtain or create your plan sheets as DWF files.

DWF file format, in black and white, is the standard for submittal and reviewing plans. On occasion a plan reviewer may ask that you upload a plan sheet in color, but the standard review is done in black and white to simplify the view for the plan reviewer.

WHY DWF?

The city uses Autodesk Design Review for maximum flexibility in "rolling up" plans, viewing redlines, limiting files sizes, etc.

Just three of the benefits:

- The DWF file format creates an 'image' of the original drawing, creating a non-editable file small enough to upload via our web interface ;

- City comments can be viewed as a clickable and printable list - no more missed redlines;

- Allows consistency in redlines by using the same colors/stamps that are used in paper review.

For more information on DWF tools, visit the Autodesk web site at www.autodesk.com.