



Document Requirements

- No Special Characters in File Names !@#\$\$%^()
- PDF Files in Minimum 300 dpi Resolution
- Color Documents Must Be Attached in Color
- Files Must Be Complete and Not Be Cutoff

Proper Labeling Examples

- FormSurvey_B20-99900.PDF
- CO_B20-99900.PDF
- PoolAffidavit_B20-99900.PDF

Figure 1 Inspections with Field Documents



FIELD DOCUMENT SUBMITTAL GUIDE

Some inspections require supporting documents referred to as Field Documents. These documents include Residential Form Surveys, Residential CO paperwork (all required documents), and Residential Pool Protection Affidavits.

Because we plan to transition to Electronic Plan Review (EPR) early next year, we are implementing an electronic process for submitting Field Documents required for inspections. The process flow is shown in Figure 1 *Inspections with Field Documents*. This guide outlines the requirements for the submitted Field Documents.

Field documents must be submitted in PDF format. Please adhere to the following rules for submitting your documents:

1. Documents shall be submitted in PDF format. Other file types will not be accepted.
2. Scan the original document or a legible copy.
3. Resolution must be minimum 300 dpi.
4. Color documents must be submitted in color.
5. Documents shall be submitted in a single PDF file, not as separate pages.
6. Documents shall be submitted individually per permit.
7. Files shall be labeled properly using the following format:
 - a. Type of Document _ Permit Number
examples:
 - i. FormSurvey_B20-99900.pdf
 - ii. CO_B20-99900.pdf
 - iii. PoolAffidavit_B20-99900.pdf
 - b. Do not use special characters (*&^%\$#@!)
8. Documents must be complete and not cut off.
9. Documents must be **submitted no later than 4:00 p.m. the business day prior to inspection.**

When your document is ready to be submitted, please visit the [Inspections page](#) and follow the link to Upload the Field Document to the FTP Server.