



City of Covington
Community Development Department
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EPERMIT – ELECTRONIC PLAN REQUIREMENTS

1. All digital document files shall be MS-Windows compatible.
2. All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 9.0 or earlier.
3. Security settings shall allow reviewers to markup digital documents, create notes, and to insert/remove sheets. All plan sheets are required to be searchable and unlocked for access by plan review staff.
4. All digital documents submitted to the City are subject to public disclosure laws.
5. All sheets shall be oriented so the top of the page is always at the top of the computer monitor, and set to landscape.
6. All Plans must be saved in a single sheet format.
7. Pages shall be Indexed/Bookmarked on every submission. Each sheet shall be named in a way so the reviewer can quickly move from sheet to sheet starting with the sheet number.
8. Building Plan sets should be diagramed to show all dimensions. This shall include, but not be limited to, framing plans.
9. All text shall be easily readable when set to print. Clarity must be equivalent or better than Arial, Gill Sans or Tahoma with a font size of 10pt.
10. All drawings must be plotted in a black and white format. Grayscale, monochrome, and colored pens are not acceptable.
11. Plans created using CAD software are required to be saved as flat one layer files so that the maximum size is 1.5 mb per page.
12. All drawings must be created so that the plans line up when overlaid.
13. PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. It is recommended, scanning be done at a minimum of 150 dpi and a maximum of 300dpi to balance legibility and file size.
14. The cover sheet is required to have a 6" x 6" blank area at the lower right corner of the page and all pages are required to have a 2" x 2" blank area on each page in the same location on the page.
15. All detail callouts are required to be linked to the detail sheet or pop up the specific detail.
16. All plumbing sheets are required to be layer by plumbing piping type.
17. All mechanical sheets are required to be layered by ducting/piping type.
18. All symbols and legends are required to use only the labeling for materials/piping used on the specific project.
19. Individual file upload size in Citizens Connect is 200 mb. Large plan sets may need to break out structural, civil, etc.

Note: Upon electronic submittal, City of Covington staff shall verify all required permit information has been submitted in the proper format. Staff will notify applicants regarding missing information or formatting issues. Applications are not considered complete until this process has been completed.