



**City of Fairfax, Virginia**  
10455 Armstrong Street • Fairfax, VA 22030-3630

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## Memorandum

**DATE:** August 23, 2023

**TO:** Design Professionals, Developers, Development Consultants, Builders, Contractors, and any others submitting electronic drawings and documents as part of an application for building or land development in the City of Fairfax

**FROM:** Office of Code Administration and Departments of Community Development & Planning and Public Works

**SUBJECT:** Notification to Industry - Electronic File Submission Standards

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Please be advised that additional standards, in accordance with the attached, are in effect for electronic drawings and documents submitted to the City of Fairfax as part of any application for building or land development. City staff are now using Bluebeam<sup>®</sup> software to review plans electronically and these file submission standards help to ensure that documents submitted to the City can be read in the software. Electronic plan review helps to improve the timeliness and efficiency of the review and approval process. Please be advised that improperly formatted plans will delay the review process and may be rejected by the City.

All existing plan submission standards and checklists for individual application types remain applicable. These electronic file submission standards are in addition to those already existing. Additional standards or procedures may be instituted in the future with the City's continued implementation of Bluebeam<sup>®</sup> software.

For questions, please contact City staff (703-385-7830 for building and trade permits or 703-385-7820 for site plans and zoning permits).



## City of Fairfax Electronic File Submission Standards

This document includes file preparation standards for electronic drawings and documents submitted to the City of Fairfax as part of any application for building or land development. Please read the standards below carefully as improperly formatted plans will delay review and may be rejected. For questions on compliance with these standards, such as for small home improvement projects, please contact staff (703-385-7830 for building and trade permits or 703-385-7820 for site plans and zoning permits).

**All documents submitted electronically must be Portable Document Format (PDF) in accordance with the following:**

- Exporting files from other software directly to PDF is preferred (as opposed to printing and scanning)
- 400MB file size or smaller
- No ZIP files
- No PDF packages, binders, or portfolios (instead “combine files” as a single PDF)
- True Type fonts preferred (standard format fonts for MacOS and Microsoft Windows, such as Times New Roman or Arial - scalable to any size and can be printed at any resolution)
- Files must be unlocked or unprotected

**Additionally, for plans and drawings:**

- Vector format preferred (typical format for PDFs - lines adjust in size without losing resolution)
- No multiple layers (layers and mark-ups must be merged or flattened)
- Linework must be black and white (colors may be used for photos, renderings, or mark-up purposes only)
- Orientation (landscape or portrait) must remain the same throughout a document
- Scale must be accurate (any images not to scale must be labeled as such)
- Sheet size must remain the same throughout a document (standard ANSI or Arch sizes preferred)
  - Plats must have a sheet size between 8.5 inches by 11 inches (minimum) and 18 inches by 24 inches (maximum), such as standard letter size (8.5” x 11”), legal size (8.5” x 14”), or tabloid (11” x 17”)
- Sheets must be clearly labeled by content and PDFs should be bookmarked to distinguish sections of the document
- Electronic signatures and seals accepted, but do not “certify” (certifying locks the document)
  - Electronic signatures and seals must be in accordance requirements of the Virginia Department of Professional and Occupational Regulation (DPOR)
- (1) PDF plan set may include multiple disciplines (e.g. Architectural, Plumbing, Electrical, etc.)
  - Supporting documents should be submitted in separate PDFs from plans
- Files names should be concise and describe the contents of the file document by Address, abbreviated Plan Type (Bld or Site), and Submission (Sub) Number - Permit Number should be added as applicable following the initial submission
  - Example: 10455 Armstrong St Bld Sub1
  - Example: 10455 Armstrong St Bld Sub2 BLD23-00123

*\*\*Please be advised that CAD/dwg and dxf files will be required to accompany a site plan signature submission\*\**