

Electronic Document GUIDELINES

A | ELECTRONIC DOCUMENTATION SUBMISSION METHODS

Visit EZOP.SBCounty.gov

- County staff can assist with establishing an EZOP account if applicant does not have an existing account
- Applicant must provide an email account to setup an EZOP account

Over-The-Counter

- CD/Flash Drive: County staff can upload your plans/documents to EZOP
- Paper: County staff can scan your plans/documents

B | PDF FILES Recommended

- Plans and documents must be submitted in the following formats: CSV, JPG, **PDF**, XLS, XLSX
 - Layers should be flattened and made into a single image to reduce file size
 - Specifications, renderings, photos, presentations, and other supplemental information must be submitted in **PDF format**

C | WHEN SCANNING YOUR PAPER DOCUMENTS

- It is recommended that you convert your plans/documents into PDF format directly from the application that created them. However, when you must scan plans/documents, please follow the guidelines below:
 - Plans should be scanned at a **resolution of 300 dpi**
 - Supplemental materials may be scanned at lower resolutions, provided that the content remains legible

Note: Submitting individual plan sheets may result in the delay of Plan Review

D | FILE NAMING REQUIREMENTS (30 CHARACTER MAXIMUM)

- Plans and documents must be formatted in the following order:
Document Type–File Version–Project Name
Example: FloorPlans-v01-StonePlaza

E | MAXIMUM ELECTRONIC FILE SIZE

- 120 MB per file

F | PLAN SHEET SIZE

- The following list indicates plan sheet sizes that can be submitted electronically:
8 ½ x 11" | 11" x 17" | 24" x 36" | 30" x 42" | 36" x 48"