



Standards for Plans and Drawings

Welcome to Wilsonville! We are excited about your project and look forward to working together. This guideline is intended to provide direction for preparing and submitting electronic plans. Please review these carefully as straying from these guidelines will cause project delays.

General Submittal Requirements

To submit your drawings electronically, you will need to set up an account in the Wilsonville online permitting portal:

<https://www.ci.wilsonville.or.us/onlineportal>

If you need help setting up an account, you can contact the Building Division at (503) 682-4960 or permits@ci.wilsonville.or.us.

PDF Formatting Requirements

PDFs are the industry standard for electronic plans. Wilsonville only accepts PDF files for plan review. Your PDF files must be properly formatted by following these guidelines. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

- **File Format:** PDF
- **Maximum File Size:** 500 MB
- **Format:** Vector preferred
- **Resolution:** 300 dpi
- **Grouping:** Multiple sheets within a single PDF document
- **Minimum Sheet Size:** 11" x 17"
- **Minimum Font Size:** 10 pt
- **Color:** Black on white preferred

Document Preparation

- Retain bookmarks when preparing your plan set PDF's in AutoCad, Adobe, BlueBeam, etc.. These often speed up your plan review.
- All documents must be flattened and full-size. Flatten out objects and markups (especially when combining PDF's from consultants who may not have flattened their own work). Check that your flattened PDF's have successfully removed ACAD.SHX and other objects in Adobe acrobat's Tools>Comments view.
- Files must be unprotected and unlocked.
- We do not accept Zip files.

Plan Set Requirements

Your plans sets must meet the following requirements:

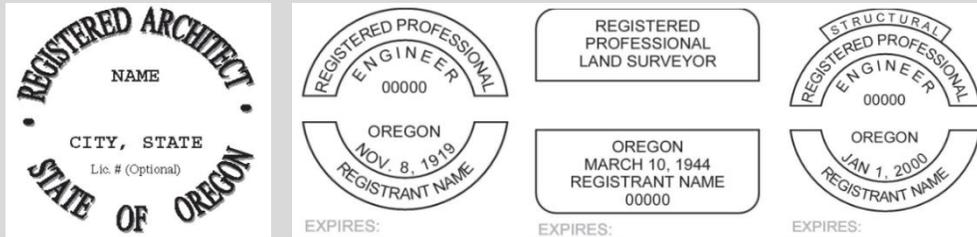
- Scalable with the scale clearly specified and graphically depicted. Minimum scale for single-family, duplex, townhouses, small multifamily, and small commercial projects is ¼"=1'. Minimum scale of floor plans, exterior elevations, and building sections for large multifamily and large non-residential projects is 1/8"=1', when unit plans, core plans, and detail plans are provided at a minimum scale of ¼"=1'.

Note: In certain cases, we may allow you to use a smaller scale.

- Clearly denote the paper sheet size.
- Supporting information shall be separate, individual, PDF files.
- Rotate your plans so they are easily viewable in Landscape orientation. Do not mismatch sheet sizes or orientation throughout the set.

- Space for approval stamps should be in the same location on each sheet. The space can be in your title block or in the drawing space, but the lower right corner is preferred.
- The space should be approximately 3” wide and 2” tall.
- For navigation we encourage hyperlinking sheets to an index on the cover page.

For commercial and multi-family projects, registered design professional seals and/or stamps must be included on each page. Ensure expiration dates are valid at the time of submittal as well as registered in **Oregon**.



Document File Naming Guidelines

The file name you give each document must meet certain standards for the upload to be accepted by our system.

- Document file name may not exceed 200 characters, including the period and suffix.
- Do not use any of these invalid characters in a document file name: * : < > ? / \ | ~ " # % & * : < > ? / \ { | }.
- You cannot upload a document file name more than once on a record.

File Type Naming Requirements

File type names shall clearly denote as to their contents. Examples:

- Plan sets
- Structural Calculations
- Equipment Submittals
- Geotechnical Report
- Energy Compliance Forms
- Project Specifications
- Agreement_Special Inspection

- Agreement_Deferred Submittal
- Traffic Impact Study

Do not label a plan set as Approved Plan Set. This is a reserved name and file type for City Department purposes. Use the description box to provide clarification if needed.

Printing Approved Plan Set for the Jobsite

An approved/stamped paper copy of the full plan set, approved coversheet, and permit must still be maintained at the job site for City inspectors to review. After the plans have been approved by the City and you have paid all relevant permit fees, you will be able to download the approved/stamp plan set and print it.

The approved, printed plan set at the job site must be legible and contrastable.

Related Resources

More detailed application, guidance, checklists, and standards are available online at <https://www.ci.wilsonville.or.us/building>