

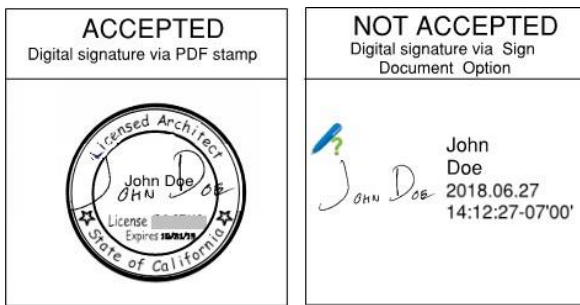
# PDF File Format Requirements



The City of Burien accepts most permit types online through MyBuildingPermit. To maintain consistency, all documents submitted must be in PDF file format. The minimum requirements for a PDF file are described below. Any files not meeting these specifications will not be reviewed and will be considered incomplete.

## File Size and Type Requirements

- Document must be in Portable Document Format (PDF).
- Individual file sizes should not exceed 200 MB.
- Security settings must be unrestricted. PDF/A (archival) format is not acceptable.
- Do not embed digital certificate signatures, they will be invalidated by our markups.



## Font Type and Size

All text must be easily readable when printed. Clarity must be equivalent to or better than that of the common typefaces Arial, Gill Sans, or Tahoma. Font size must not be smaller than 10pt.

## Supplemental Document Requirements

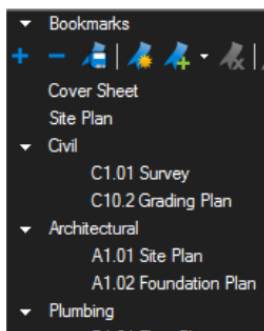
- Each supplemental document must be uploaded as a separate PDF.
- Create only one PDF file per document (do not upload individual pages as separate files).
- Every page must be oriented so the top of the page is at the top of the screen.
- The PDF page labels must match the page number of the actual document.
- Whenever possible, generate the PDF from the original editable source (instead of a scan).

## Drawing Requirements

- Combine all plan set pages into one PDF document.
- Orient all sheets so the top of the page is at the top of the screen.
- All sheets must be the same size (do not combine 24" x 36" sheets with 8½" x 11").

## PDF Bookmarking

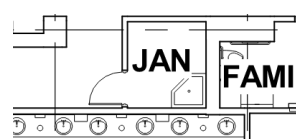
New commercial and multi-family plan sets must be fully bookmarked with sheet numbers and names, grouped by discipline.



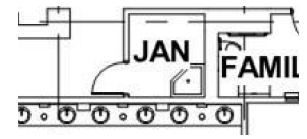
## Scanned Documents

PDF documents produced by scanning paper documents are inherently inferior to those produced from electronic sources. Paper documents should be scanned at a resolution which ensures the pages are legible both on a computer screen and when printed.

Scanning should be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. All pages must be properly labeled and oriented, so the top of the page is at the top of the computer screen. If your software supports OCR (Optical Character Recognition), please run it. Adobe Acrobat Pro and Bluebeam Revu eXtreme support this feature. *Upside down and sideways scans will not be accepted.*



Printed Document



Scanned Document

## Flatten markups

All components of the plans including lines, stamps, and signatures must be flattened before submittal.