



# CITY OF SAN ANTONIO

## PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

TO: All Planning and Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 166**  
Electronic Plan Storage

DATE: October 13, 2009

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Earlier this year, Planning and Development Services was informed there was no more physical room at the Municipal Records Facility to store plan sets. After reviewing all possible options, the most cost-effective solution was to scan plan sets and store them digitally. The City Council approved a new fee structure to help cover the cost of scanning and storing the documents electronically and the Director has authorized the digital submission of City-approved plan sets in order to offset the fees.

Effective October 1, 2009, customers have the option of submitting a digital copy of the City-approved plan set after all reviews and revisions are complete. This digital copy will be submitted in a TIFF or PDF format to protect the integrity of the design and will be submitted on a CD or DVD. The design professional will also provide a signed letter stating the digital submission is essentially the same as the paper-based, City-approved plan set (with the exception of notes and markups). Alternatively, the design professional may elect to have PDSD scan the reviewed and approved plan sets and store them electronically for a fee.

### Procedures:

1. At commercial intake the applicant will indicate whether an electronic version of the plans will be submitted or whether the design professional will elect to pay the scanning fee. The choice of submission will be entered into the Description of Work field in Hansen.
2. When the PDSD representative notifies the applicant of the final review approval, they will confirm whether the design professional will submit an electronic version or elect to pay the scanning fee.
3. If a design professional elects to submit a digital copy of the approved plans, they will submit the plans in a Group IV TIFF or PDF format on a CD or DVD. This will preserve the integrity of the plan set and allow for easier storage on approved data systems. The file structure will have a single folder named the same as the AP number of the project. All images associated with the project will be stored within the file. The electronic plan should be submitted when the customer picks up the approved plan set. The electronic plan submittal shall include a certification in substantially the same form as the attached "Certification of Digital Submission."

4. Failure to submit the electronic plan when picking up the building permit will result in the assessment of the plan scanning fee. The assessment of the scanning fee will incur after the Hansen software has been stage progressed to allow the scheduling of inspections. The customer will be granted 10 calendar days to submit the electronic version of the approved plans to have the scanning charges reduced to \$.00.
5. A staff member will code one plan set to indicate receipt of an electronic plan and will return the approved plan set to the design professional for posting at the construction site.
6. For post-permit plan submittal, the customers have the option of submitting one copy of the revised plans and one digital copy of the plans with a "Certification of Digital Submission" signed by a design professional to indicate the digital copy of the plan is the same as the plan submittal. If multiple post-permit revisions are submitted, a certification letter and electronic plan will be required with each submittal.
7. If the design professional chooses not to submit the plans digitally, the approved plan set and all supporting documents will be counted based on number of large-scale and legal-sized documents and a fee will be assessed based on the total number of pages. Large-scale documents will be charged a \$1.30 fee per page and legal-sized and smaller will be charged a \$0.15 fee. The total number of pages for each size of document will be calculated and staff will enter the fee in Hansen.
8. If the design professional elects for PDS to scan the approved plans, the plan scanning fees will be assessed at the same time the building permit fees are assessed and are non-refundable.
9. If the design professional fails to submit an electronic copy of the plan set within 10 calendar days of picking up the approved plans, the plan scanning fee will be assessed and must be paid prior to scheduling final inspections. Plan scanning fees are non-refundable.
10. Although customers are not required to submit specification books, the department will accept this information on a CD or DVD. Paper copies of specification books will not be accepted.
11. Digitally stored plan sets will be treated the same as physically stored documents and will only be released to authorized agents within the bounds of open records requests.

Should you have any questions regarding the Electronic Plan Storage process, please contact Jim Flood at 210-207-5097.

Attachment 1 - Digital Plan Submission Letter

**DESIGN PROFESSIONAL COMPANY LETTERHEAD**

**CERTIFICATION OF DIGITAL SUBMISSION**

**PROJECT NAME:**

\_\_\_\_\_

**Project Address:**

\_\_\_\_\_

**AP Number:**

\_\_\_\_\_

I, \_\_\_\_\_ attest the digitally submitted building plan set contains all corrections and revisions and is the same as the physical copy of the City-approved plan set on file at the Planning and Development Services Department vault.

*//Signature//*

Name of Design Professional

Date

Address

Phone Number

Design Professional's Official Stamp