



Online Plan Review Submittals for DSA Projects (Electronic Files)

In order to perform the online plan review submittal you need to follow the 3 step process described below:

1) Registration:

- Connect to DSA web site
- Fill in and submit the registration to DSA (First time only).

Login name, password and DSA-FTP web site will be provided.

2) Mail the initial submittal to DSA: mail to DSA the DSA-1 form together with the check for the project filing fee. You can calculate the amount of filing fee using the fee calculator on the DSA web site.

<http://www.applications.dgs.ca.gov/dsa/eTrackerWeb/Calinput.asp>

3) Prepare the submittal package:

- Before uploading to the DSA-FTP site, please create a folder and name the folder using the file number and today's date (For example: 23-12_10182005).
- Bundle all files inside the folder including;
 - image of DSA-1 form
 - image of check covering fee
 - all drawings
 - complete specifications
 - title 24 energy-report if needed
 - fire alarm component submittal
 - structural calculations or any computer program such as RISA 3-D that was used
 - local fire authority sign-off
 - geotechnical and geo hazard report if required
 - a transmittal listing all document delivered
 - energy calculation per 2005 energy code
 - energy pro version 4.0 is required if applicant wants to apply for AB 16 energy grant.
- Please follow the file format requirement.
- Upload the folder to the FTP site which is provided to you in the registration process.

DSA will not begin processing your submittal until both packages (#2 and #3) are received. Notification will be sent back to you via e-mail along with the DSA application number.

Please contact Thai Nguyen at 916-445-6944 (email: thai.nguyen@dgs.ca.gov) if you have any questions regarding electronic formats, your DSA account or the FTP submittal process.

SPECIFICATIONS FOR ELECTRONIC FILE FORMAT

TECHNICAL REQUIREMENTS FOR SUBMITTING ELECTRONIC FILES

A.1. - File Format:

- CAD Drawings:

DWG for *AutoCAD*, DGN for *Micro station*, non-*AutoCAD* users (e.g. *Data CAD Plus*, *Vector Works*) are to export drawings into DWG or DXF format.

Translation into DXF may lead to incompatibility and other performance issues. For more information, the white paper by OpenDWG Alliance is available at:

<http://www.opendwg.org/about/whtpaper/whynot.htm>

- Images (Scans): 300 dpi is working fine.

TIFF, JPEG and BMP for image files and reference drawings.

All drawing must be the same sheet size. For example do not submit a set with some drawings 30"x42", and some 11"x17". Image size should agree with the standard size of the sheet. For example, an 11"x17" image should not be place on a 30"x42" sheet.

- Other Document Formats:

PDF (preferred choice), DOC, WPD for specifications, calculations, soil reports, etc.

A.2. - Packaging Electronic Information:

- For submittal on CD, ensure that the CD is unlocked and is readable by any standard CD-ROM drive.

- *AutoCAD* users can use the "eTransmit" feature to pack the drawings and all associated files into a self- extracting executable compressed transmittal set. (For eTransmit, enable the command on "remove paths from Xrefs and images.")

A.3. - Font, Typeface (CAD Submittals):

Submit all custom fonts and any non-standard fonts. User may submit a font-mapping file to identify any alternate substitution.

A.4. - Xref (CAD Submittals):

Bind all external references to the drawing. All Xrefs such as title blocks, keynotes and legends are to be bound.

A.5. - Layers and Scaling (CAD Submittals):

Flatten all layers on all images files.

Paper-space strongly recommended on all drawings to be reviewed by the DSA.

A.6. - List of Content and Files Organization (CAD Submittals):

Provide an index file and organize drawings into folders such as Architectural, Structural, Electrical and Mechanical.

A simple read me file should be submitted to clarify the title of all drawings, the file naming convention and any unusual settings or special instruction to download. Each drawing is to be contained in one file.

A.7. - Plotting Instruction (CAD Submittals): Description of pen setting and page set-up.

A simple "read me" file to explain the plotting configuration or if certain layers should be turned off. Indicate the use of any required object enabler.

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