



## DETAILED INSTRUCTIONS FOR PREPARING YOUR DOCUMENTS FOR ELECTRONIC PLAN REVIEW SUBMITTAL

### STEP 1 Prepare your submittal for email submission.

- If your CAD file has multiple layers, the first step is to flatten the layers, and deselect font embedment . (Flattening may be moot if you are submitting scanned images of a manually prepared drawings.) Then save at the designed drawing size and scale, at 300 dpi resolution.
- Turn off color, unless you will be printing the final approved drawings in color. If you will be printing them in black and white, make sure your line work and any shading render legibly when converted to black or shades of grey.
- If your documents contain more than a few pages, it is important that you help us navigate your submittal by creating bookmarks identifying each sheet by its page number designation and sheet title. (such as "A.1 Floor Plan")
- All documents, including the application package, and any specs or cut sheets must be saved as a single file. This includes adding the appropriate application and code note forms described in Step 2.
- An exception is for very large submittals (such as one's you'd print and collate as separate bound sets). They may need to be divided into different files so that no one file exceeds 50 MB size, perhaps as separate files for each trade discipline, and separate spec book files.

### Step 2 - Prepare appropriate application and code note forms

- Download the appropriate application forms, standard notes, high piled storage questionnaires, etc. from our webpage.
- Have them signed by the applicant and the designer as indicated on the forms.
- After you have filled out and signed the forms, make sure you flatten the them (combine all layers into one) and save them as such. Otherwise you will end up sending us blank forms.
- Include signed copies in the digital file you prepared, organized to be the first documents in the plan submittal package.

### Step 3 - Submit your application and documents through our OnBase Electronic Plan Review portal

- When you are ready to submit your documents to OnBase E-Submittal, click here. <http://brweb.mcoho.org/PlanReview/>
- You will receive a notification from us shortly thereafter acknowledging receipt of your submittal, and directing you to the payment portal to pay the required up-front fees
- Once we receive notification that the fees have been paid, we will put the project in line for review.

To pay for your plans visit here: [https://paydirect.link2gov.com/montgomerybuilding/ItemSearch\\_](https://paydirect.link2gov.com/montgomerybuilding/ItemSearch_)