



Building Division | City of Glendora

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**ELECTRONIC FILE
SUBMITTAL GUIDELINES**

ELECTRONIC FILE SUBMITTAL GUIDELINES

- All files must be in PDF format.
- Security must not be enabled preventing mark-up, printing, or collating. Files that are locked may be rejected without review.
- Plan sets must be collated into a single PDF file, sorted in the same page order as a physical plan set.
- Pages within the plan set must be rotated properly.
- Supporting documents (calcs, specs, reports, etc.) must be collated and labeled with descriptive file names to ensure efficient processing.