

Building Safety Division • 8500 Santa Fe Drive
Overland Park, Kansas 66212
permitservices@opkansas.org
www.opkansas.org

Electronic Drawing Standards for ePlace Uploads Required For Drawing sets over 25 pages

- All documents shall be in PDF format, with a graphic scale, and rotated so that the pages read upright.
- Verify you have unlocked and flattened all the drawings and reports. The markups list & layers should be cleared and empty (you can also control this in your print settings).
- Vector content only. Scanned images are prohibited.
- Drawing Export Tips:
 - Maintain output Scale – avoid “Fit to Page”.
 - Keep hatch patterns to a minimum as a best practice as these can quickly increase file sizes and slow the files down.
- Documents shall be created with TrueType Fonts.
- If you have the capability, the drawings are requested to be batch linked. (Learn more about batchlinking here: <https://youtu.be/xxLeG29vpYU>).
- Sheet title block sizes shall remain consistent on each page of the plan set including sub disciplines.
- Files should only be saved in black and white.
 - The exception to the black and white submittals will be elevation and rendering views for Current Planning Design Review requirements.
- File naming conventions should be as follows: Category-Projectname-Address_REV#.
 - Example: (ArchMEP-CityHall-8500SantaFe_Rev1) Applications with files not named consistent with these requirements may be rejected.
- Name each page with a page label that matches the sheet.
 - Example: Page label C2 Grading plan (Tutorial link here: <https://www.youtube.com/watch?v=lo0eizVCJXk>).
- Each Plan Sheet must be clearly bookmarked to clearly identify the content of the page.
 - Example: Page A1.0 Architectural Site Plan.
- Reserve a location on the all plan sheets for City stamps. The size shall be a minimum of 3” x 2” and be in the same location on every sheet.

- ❑ Drawings, reports and other documents must be submitted as a separate PDF for each document type as indicated in the eplace application (e.g. calculations, specifications, reports, studies, etc.).