City of Ketchum
Planning & Building

Electronic Plan Review Submittal Standards and Procedure

File Naming Standards

Please note that electronic plans that do not meet these requirements will not be accepted. Resubmittal plans must use the exact same file name as the original, so they will replace the original in the Approved Documents folder.

- Sheet Identification Name:
  The first character must represent the discipline that produced the plan:
  - "A" for Architectural
  - "S" for Structural
  - "C" for Civil
  - "L" for Landscape Architect
  - "E" for Electrical
- Sheet Number
- Sheet Name

Example: A1.0_Architectural Site Plan

Required Files

- Applicant Cover Sheet – shall be named A0.0_Cover Sheet. It shall include an index of all drawings included in the permit submittal.
- Others as required by the Building Permit Submittal Checklist.

Plan Sheet Standards

All plans must be drawn to scale, and a graphic scale shall be included for each drawing scale included on a sheet.

Acceptable File Types

Plans and Documents: PDF or JPG. Each page should be saved and uploaded into a separate file.
Plan Orientation: Landscape

Building Permit Submittal Process

- Submit Building Permit application form, completed Building Permit Submittal Checklist (available at www.ketchumidaho.org), electronic plans and documents (on a disk, flash drive or email to building@ketchumidaho.org) and fee to the Building Coordinator.
- You will receive an email inviting you to ProjectDox, so you can check the progress of your application.
- As the plan review occurs, check the emails from ProjectDox as they may be requesting additional information or corrections.
- Submit requested additional information or corrections in electronic form (on a disk, flash drive or email to building@ketchumidaho.org) to the Building Coordinator.

Building Permit Approval

- The Building Coordinator will notify the primary contact on the building permit application when the building permit has been approved.
- The approved set of plans shall be printed from the ProjectDox Approved Documents folder and shall be available on the construction site at all times during the course of the construction project.
- Pick up your Building Permit placard from the Building Coordinator prior to commencement of any construction. The placard shall be posted in a prominent location, where it can be viewed from the street, and shall remain posted for the duration of the construction project.