

Commercial E-Submittal Information

On January 1, 2011 the City of Pueblo began requiring submitting commercial plans electronically, unless prior arrangements have been made with the Planning Department. This process will reduce the amount of paper waste, expedite the review process, provide digital record of redlines and expedite the submittal process by allowing email or CD submittals.

Review Process

First Submittal:

- Submit to the Planning Department:
 1. Review fee
 2. Pueblo Regional Building Department Routing sheet
 3. Commercial Plan Review Application
 4. Electronic DWF file of plans (CD or thumb drive)
 - Landscape plans
 - Utility / Grading plans
 - Full Building Elevations
 - Lighting Plans
- **Provide 3"x2" box in lower right corner of each drawing for approval stamp**
- The project will be reviewed by Stormwater, Sanitary Sewer, Public Works, Transportation, City Planning and Landscape.
- The reviewers will mark up required changes, questions or comments on the plans.
- After all reviewers have completed their review, the redlined plans will be emailed to the applicant.

Subsequent Submittals: (if required)

- Submit electronic DWF file of plans to the Planning Department (CD, thumb drive or emailed to planningsubmittals@pueblo.us if less than 10 MB)
- After review, if changes are required, redlined plans will be emailed to the applicant.
- If no changes are required, the applicant will be emailed the DWF file and PDF with a final approval stamp on each page and the commercial permit information sheet.

Final Submittal:

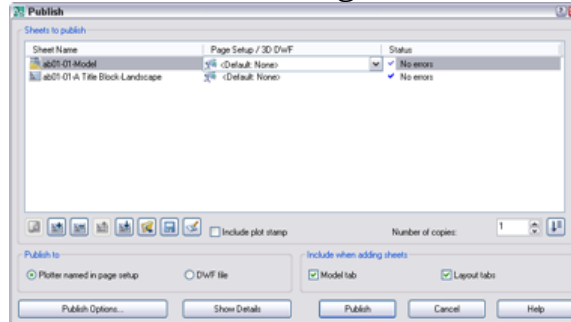
- Hard copy of full size plans with Planning Department's approval stamp, with engineer, architect, and/or landscape architect stamp and signature.
- Signed commercial permit information sheet.

Format for Submittal

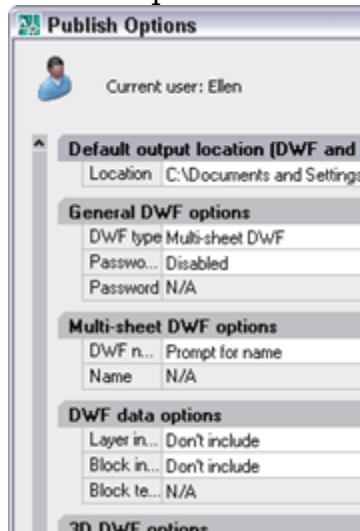
- All plans must be submitted in .DWF format with 2.5"x1.25" box in lower right corner for approval stamp.
- Entire submittal should be included in one (1) multi-page DWF document.
- Include date plot stamp on all sheets.
- Do not include model space page, only layout pages with white background.
- Submittal may be emailed to planningsubmittals@pueblo.us or a CD/thumb drive may be submitted to the Planning Department if greater than 10 MB.
- See below for instructions on creating a .DWF file from AutoCAD.
- To download free AutoDesk Design Review Software visit <http://usa.autodesk.com/>

How to create a DWF file:

1. Open the drawing or drawings that you want to use. You can include more than one drawing and layout in the DWF file.
2. Choose File> Publish to open the Publish dialog box (or type PUBLISH from command line).
3. Use the Add Sheet and Remove Sheets buttons to add or remove drawings and layouts. Other buttons lets you change the order, choose a Page Setup, change the page name, and save the list of drawings for future use.



4. From the Publish To section, choose the DWF File option.
5. Click the Publish Options button to open the Publish Options dialog box.



6. In this dialog box, you should accept defaults. Verify that Password field is disabled. Click OK.
7. In the Publish dialog box, click Include Plot Stamp.
8. Click the Publish button.
9. At the message asking if you want to save the list of sheets, answer Yes if you may want to create the DWF again for those drawings and layouts. Otherwise, click No.
10. You may see a message saying that the publishing is going on in the background. Click OK to create the file.