



## **COMMERCIAL, MULTI- FAMILY RESIDENTIAL AND CONDOMINIUM DIGITAL SUBMITTAL REQUIREMENTS**

**May 1, 2014**

The City requires that owners or their designated representatives, general contractor, project manager, project engineers and architects, of all new commercial, multi-family, and condominium development must submit as-built building and site information to the Building Department in a digital format.

The computerized information must be submitted to the City of Pleasanton's Building Department and Geographic Information Services (GIS), **no later than ten working days** before calling for a permit final inspection, and must be checked and approved before the building permit will be finalized.

This information will be used for public safety and emergency response planning by the City's police and fire departments. The utility information will be added to the City's geographic information system and the utility system database for the purpose of managing public services and for access during emergency response conditions.

The data will be archived in the Building and/or IT Departments.

The computerized information may be transmitted to the City using one of several methods: USB Flash drive, posting on a ftp site, or utilizing a portable hard drive.

**The files must be in ESRI, AutoCAD DWG (version 2010 or older), or DXF format. Not PDF or DWF.**

**The files must be in HARN NAD83 State Plane California Zone 3 US survey feet spatial Coordinate system.** 2 options: Option 1: Design or convert drawing(s) to the aforementioned spatial coordinate system. Option 2: For each drawing, please provide a minimum of 2 surveyed points, each point will have northing and easting values in the local system that the drawings are in, as well as the northing and easting values in HARN NAD 83 State Plane CA Zone 3 US survey feet in decimal degree, degree minute second or degree decimal minutes. The surveyed points must be as far apart to sufficiently to cover the project area but cannot be miles away.

**A list of layers to extract from your drawings is provided at the end of this document**

**Technical recommendations for preparing submittals:**

- Feature Classes must be isolated onto different layers. Such as, points/block features cannot be mixed with line or polygon features and text cannot be mixed with point, lines, or polygon features.
- Features must be organized into layers based on subject, not color or data type. For example, there should not be a TEXT layer for all text.

- Annotation layers will be used to provide attribute data on each object where text is requested. Text insertion points are to be middle justified. Where text relates to an area the text insertion point must lie within enclosed area boundary.
- Coincident features must be SNAPPED. For example, a tract boundary must snap to the same vertices that make up the ROW, or parcel and tract lot lines that intersect should snap at the intersection (no circles representing an intersection)
- Units will be decimal units. No fractions
- Scale will be 1:1. FOOT units (i.e. 1 unit in the drawing represents 1 foot)
- CAD files are to be two-dimensional only; no Z value coordinates are to be used (i.e. non-coplanar).
- Ellipse, WIPEOUT, or Cloud feature types are only allowed if on a different layer, and do not “chop” the line work.
- Utility Information must be represented as single (polylines) features SNAPPED from structure to structure. Storm and Sewer systems must be digitized in the direction of flow.
- Curve data should be represented as true-curves, not ‘stroked’ polylines.
- Polygons should be drawn by starting and ending with the same point.
- Symbols should be represented as BLOCK feature types: insertion points should be at the center of the symbol’s graphic or along a logical edge.
- No X Refs

As noted earlier, the drawing files may be transmitted to the City using one of several methods: USB Flash drive, posting on a ftp site, or utilizing a portable hard drive.

In addition, each submission should be labeled with or contain a text file listing: all the drawing files, the name of the computerized information author – with contact phone number. Name the text file with situs address and the permit number of the site. We are asking for clear and accurate but simple architectural and engineering documents. The information must be complete and translatable.

Submissions should be made to the Building Department and Geographic Information Services (GIS).

Contact Mr. Rusty Wynn in Geographic Information Services (GIS) for questions related to the digital transfer files at: 925/931-5075. For general questions contact the Building Department at: 925/931-5300.

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Revised: 04/14/2014

LAYER DATA	DATA OR FEATURE	ELEMENT
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### Building Information

BldgName / BldgNumber	Name or number of building	Annotation
Building	Building Footprint	Polygon
BuildingAccessPoint	Building Access Point	Point
BldgSETBACK	Building Setback line	Line
Dumpster	Dumpster	Point
HVAC	HVAC	Point
KnoxBox	KnoxBox	Point
Parapet	Parapet	Line
ParapetTxt	Parapet Height, sprinklered	Annotation
Pool	Pool	Point
ShutOffValves	(Main) -water, electric, gas	Point
SkyLight	SkyLight	Point
SolarPanel	Solar Panels	Point

### Fire Protection Components

FDC	FDC	Point
Standpipe	Standpipe	Point
Riser	Riser	Point
PIV	PIV	Point
Annunciator Panel	Annunciator Panel	Point
Alarm Panel	Alarm Panel	Point

### Composite Floor Plan Information

AED	Automated External Defibrillator	Point
Doors	Doors	Point
Elevator	Elevator	Point
FireExtinguishSystem	Isolated kitchen suppressant system, kitchen or chemical fume hoods, or sprinkler system for a specific area	Point
Room	Room	Polygon
RoomName	RoomName	Annotation
RoomNumber	RoomNumber	Annotation
RestRoom	RestRoom	Point / Line
Stairway	Stairway	Point
Tank	Fuel Tank: diesel, Propane, Oxygen, etc	Point
UtilityAccessShaft	Utility Access Shaft	Point
Wall	Wall	Line

### Property Components

Bollard	Bollard	Point
CallBox	CallBox	Point
Fence	Fence	Line
Gate	Gate	Point

Generator	Generator	Point
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### Hardscape

SIDEWALK	Outline of sidewalks	Polygon
MEDIAN	Outline of medians	Polygon
SHRUB	Outline of shrub areas	Polygon
TURF	Outline of turf or grass areas	Polygon
DECOMGRANITE	Outline of decomposed granite	Polygon
HARDSURFACE	Outline of hard surface areas not composed of decomposed granite	Polygon

### Utilities

FireHydrant	Fire Hydrant	Point
WaterTank	Water Tank	Point
SD_DETBASEIN	Detention/Retention/Bio-Treatment Basin	Polygon
SDPIPE	Storm pipes	Line
SDDITCH	Ditches and V-Ditches	Line
SDSTRUCT	Storm structures such as manholes, inlets, vaults, outfalls, lug	Point
SDPIPTXT	Storm pipes, culverts, and ditch text	Annotation
SDSTRTXT	Storm Structure text	Annotation
SSPIPE	Sanitary sewer pipes	Line
SSSTRUCT	Sanitary sewer structures such as Manholes, cleanouts, riser, lug	Point
SSPIPTXT	Sanitary sewer pipes text	Annotation
SSSTRTXT	Sanitary sewer structures text	Annotation
WLPIPE	Water Pipe	Line
WLPIPTXT	Water Pipe text	Annotation
WLSTRUCT	Water Structures - (small) such as valves and blow-off's	Point
WLSTRTXT	Water Structure text	Annotation
GREASEINTERCEPT	Fat, Grease, Oil (FOG) Interceptor/Trap/Recovery Device (if applicable)	Point

### Improvements

CONTOUR_EX	Existing Contours	Line
CONTOUR_PROP	Proposed Contours	Line
ESMENT_EX	Existing Easements	Line
ESMENT_NEW	New Easements	Line
ESMENT_NEWTXT	New Easements Text	Annotation
LOT_NO	Lot Text	Annotation
LOTS	Lot Lines	Line
RW	Street right-of-way	Line
RW_PRIVATE	Private Street right-of-way	Line
Striping	Painted lines	Line