



County of Hawai'i  
DEPARTMENT OF PUBLIC WORKS

# ELECTRONIC DOCUMENT STANDARDS

## Version 1.0 - March 24, 2021

Reports, and other documents shall be submitted as a separate file for each; some examples of documents to be submitted are listed but not limited to the documents below.

Structural Calculations	DBEDT Solar Hot Water Variance
Special Inspections (if required)	ADA Compliance Statement
IECC compliance Statement	Specifications
Hawaiian Homelands Use Letter	Reports
DCAB approval	Studies

All reports and drawings shall be unlocked and flattened.

Reports and drawings prepared by an architect or engineer must also comply with State of Hawaii Revised Statute 464 and Hawaii Administrative Rules §16-115-9. Each report and drawing shall include the following two part statement.

**THIS WORK WAS PREPARED BY ME OR  
UNDER MY SUPERVISION AND CONSTRUCTION OF THIS PROJECT  
WILL BE UNDER MY OBSERVATION.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Expiration Date of the License**

All electronic plans submitted for electronic plan review shall in black and white, rotated to read upright, with a labeled and graphic scale maintaining output scale (avoid "Fit to Page"). Keep hatch patterns to a minimum.

Construction drawings shall be on "D" size paper (24" x 26") and signed digitally without encryption by the architect or engineer of record. Each sheet shall provide an area 6" square on the bottom lower right corner adjacent to the title block for approval stamps and signatures. A 3" square area on the upper right is also required for a digital "reviewed" stamp.

Drawing sets of up to 25 pages may be scanned and bundled as a pdf but each sheet must be a separate file for ease of sheet replacement due to revisions and/or corrections during electronic plan review.

Drawing sets over 25 pages shall be saved in vector format broken down by discipline (Architectural, Civil, MEP, etc.) with each bundled set of PDF's not exceeding 25 pages.

Drawing sets pages shall use the following file naming convention shown below:

A	Architectural Drawings	A01, A02, A03, A04, A05, etc.
C	Civil Engineering & Site Work	C01, C02, C03, C04, C05, etc.
D	Demolition Drawings	D01, D02, D03, D04, D05, etc.
E	Electrical Drawings	E01, E02, E03, E04, E05, etc.
F	Fire (Fire Protection) Drawings	F01, F02, F03, F04, F05, etc.
H	Hazardous Materials	H01, H02, H03, H04, etc.
I	Interiors (Interior Design)	I01, I02, I03, I04, I05, etc.
K	Kitchen Plans	K01, K02, K03, K04, K05, etc.
L	Landscape Plans	L01, L02, L03, L04, L05, etc.
M	Mechanical Plans	M01, M02, M03, M04, M05, etc.
P	Plumbing Drawings	P01, P02, P03, P04, P05, etc.
S	Structural Drawings	S01, S02, S03, S04, S05, etc.
OT	Title Sheet, Site Plan	OT01, OT02, OT03, OT04, OT05, etc.

Important: All file names will begin with a letter(s) designation followed by two numbers. Example: Architectural drawings would be designated as A01 through A99. The use of a hyphen "-" is acceptable on drawings but not to be used in the file name where a single period "." may be used as a subset of drawing types e.g. T01.1 or A02.2

Exception: the applicant's cover sheet must always start with the number 0 (zero) followed by the letter T (Title sheet) and then a number: OT1, OT2, etc.

Resubmitted drawings must retain the same name as when it was first submitted.