



## County of Sacramento

### Improvement Plan Electronic Signature (e-Signature) Approval Guidelines

This policy outlines the electronic signature approval guidelines to quickly and efficiently approve plans. The plans to be approved shall follow these guidelines unless otherwise directed by the County Engineering, Site Improvement & Permits Section (SIPS).

- The digital plans shall be submitted in a Portable Document Format (PDF) file which has been directly converted from a computer aided drafting (CAD) application.
- All layers within the digital file shall be flattened prior to PDF conversion.
- The plan set shall be compiled into one file for processing and shall not exceed 25MB (maximum file size limitation is expected to increase by the end of 2023).
- PDF security settings shall be removed to allow staff to make changes to the sheets as needed.
- Professional stamps/seals shall be affixed to the plans to be approved.
- The PDF document shall retain the original scale to allow staff to verify dimensions and areas within the plan document.
- Non-County agency (i.e., Fire District & Water Purveyors) signatures shall be obtained prior to submission to the County for e-signature approvals.
- All plan revisions shall follow the same process outlined above for e-signature approvals.