



ELECTRONIC PLAN REVIEW SUBMITTAL REQUIREMENTS FOR THE LUCAS COUNTY ENGINEER OFFICE

Electronic Submittal Requirements

All file submittals to the County Engineer's Office during the plan review process shall be submitted through LCEExpress. The files shall be submitted through the LCEExpress public portal as part of the review and approval process. There shall be no files submitted through email to Lucas County Engineer's Office staff members.

PDF File Requirements

A single PDF file of the entire set of plans shall be submitted with each submission (including final signature submittal). The PDF file shall be vector based and exported directly from the drafting software and shall not be raster image scans or converted from image files such as TIF. The PDF plan files shall be rendered at 300 DPI (dots per inch) in gray scale and must fall within the allowable standard sizes as shown:

ANSI/ARCH Standards	Width (in.)	Height (in.)
ANSI B (Tabloid)	11	17
ANSI D	22	34
ARCH D	24	36
ANSI E	44	34

Allowable maximum file size for submittal: 50 MB

All PDF plans files shall have a flattened annotations layer. No text or markups from the designer or drafting software objects shall appear as a comment in the PDF file. Embedded scales or viewports may be used but shall be accurate according to the scale printed on the sheet.

If for any reason you do not have the ability to flatten annotation from the PDF, you can resolve this, prior to printing to PDF, using a simple command in AutoCAD. Type in PDFSHX at the command prompt, hit enter and set the value to 0 and hit enter again. This will eliminate any annotations from being created inside the PDF when the plan is printed.

The PDF page number shall exactly match the sheet number printed on the plan set. Skipped pages or lettered pages are not permitted. The PDF page numbering system shall contain only the sheet number. Sheet titles, sheet counts, or any other text is not permitted in the PDF page numbering system.

June 3, 2022