



Village of Carol Stream

Community Development Department

500 N. Gary Avenue • Carol Stream, Illinois 60188

Electronic Document Requirements For Approved Building Permits

Note: It is a condition of issuance of all commercial, industrial, office, institutional and multi-family building permits that all approved plans and documents must be submitted in electronic format. **The lack of a proper electronic document submittal at the time of permit issuance may be cause for the withholding of a permit.**

Electronic Plan Submittal Requirements:

1. All construction plans, product approvals, project manuals, specification sheets, calculations, and other pertinent permit documents must be submitted in electronic format **at the time of permit issuance.**
2. All electronic plans and documents must be submitted in a Portable Document Format (PDF), and be compatible with Adobe Acrobat Version 7.0 or later. Please note that only PDF files will be accepted.
3. Electronic plans must be submitted in the original scale size.
4. All sheets must be clear and legible, and must be properly oriented so that the top of the page is always at the top of the monitor.
5. The cover sheet for the construction plans must contain an index that corresponds with the order and numbering of all pages included within the approved plan set.
6. All PDF files must be submitted on one compact disc (CD), with the disc and sleeve or case properly labeled with the following information: contractor's name, telephone number, project address and type of construction. **Please be sure to label the disc as well as the sleeve or case.**
7. Any field changes or plan updates made during construction must be included in a final, revised, complete electronic submittal. The revised electronic submittal is a condition of issuance of a certificate of occupancy or certificate of completion of the permit work. **Lack of a proper final electronic submittal may be cause for withholding of such certificate.**

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