

SUBMITTAL CHECKLIST AND STANDARDS

Submittal Checklist

Applicant	Description
	<p>Pre-Consultation - Must contact both the Meridian Planning and Building Divisions to confirm if the CO Fast Track application can be used. Please refer to the Fast Track CO Submittal Handout for contact information: Fast Track CO Submittal Handout</p> <p>*Take note of the name of each staff member, from both the Planning and Building Divisions, as this information will be required at time of application submittal.</p>
	<p>Floor Plan - Provide a floor plan, with measurements, reflecting all openings, rooms and spaces with their intended uses.</p> <p>*For multiple levels or floors, provide a floor plan for each level or floor.</p>
	<p>Project Narrative - Provide a description of the business to include all business activities to take place at the proposed location. *The project narrative must include the name of the of the Building Plan Reviewer and the name of the Planner who assisted with the pre-consultation.</p>

Submittal Standards

- ◆ All plans must be submitted in a PDF format.
- ◆ All plans must be submitted in a landscape orientation (horizontal position).
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original.
- ◆ Plans must be submitted individually using separate file names.

Submittal File Naming Requirements

File Naming Standards allow for easy identification of drawings by naming convention.

- ◆ Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.
- ◆ Drawing file name must include the first characters of the discipline name, followed by the sheet number and name.
- ◆ The sheet name must clearly indicate the information found on the page.

File Naming Examples for Fast Track CO Projects

Drawing Description	Sheet ID	Sheet #	Example File Names
Floor Plan—1st Floor	FP	1	FP1 - First Floor
Floor Plan—2nd Floor	FP	2	FP2 - Second Floor