Consultant PDF File Requirements for Plan Submission

Electronic Plan Submittal for Consultants

- VDOT will only accept **PDF** formatted files. PDF is one of the most popular and widely used file formats. PDF version should be 1.6 or later.

- PDF images should be at least 400 dpi. Preferably 600 dpi. Single layer PDF files are only accepted at this time.

- The overall dimension of the file's contents should be 23 inches by 35 inches.

- File naming convention for Roadway plans is the project number and sheet number. **(Example: 0123-025-102 c501_01.pdf).**

- File naming convention for cross section sheets is the project number and cross section sheet number **(Example: 0123-025-102 c501_x001.pdf).**

- File naming convention for Bridge plans is the plan number and sheet number. **(Example: 278-14_001.pdf).**

- File naming convention for R/W plats is "s" project number and parcel number. **(Example: s0123-025-102 c501_parcel001.pdf)**

- File naming convention for R/W plan sheets is the project number and sheet number. **(Example: 0123-025-102 c501_03rw.pdf)**

Notify the Project Manager and the CADD Support Helpdesk that files have been uploaded to Falcon in the pdf files folder or FTP site via e-mail CADDSupport@VDOT.Virginia.gov.

For more information, please refer to Section 7.5.1 of the CADD Manual.

If you have any questions please contact the CADD Support Helpdesk via email or call toll free **888.683.0345** or local **804.786.1280**.