



City of Elko
Building Department
1753 College Avenue
Elko, Nevada 89801
(775) 777-7220
Fax (775) 777-7229

Electronic Documents

1. Files/Documents/Plans must be transferred via City of Elko approved methods. City of Elko currently accepts documents/plans through jump drive, CD/DVD or Sharefile. To set up a Sharefile account:
 - a. Applicant will need to give Building Department first and last name, business, and email address of the user to be set up.
 - b. City personnel will send a helpdesk ticket to the City I.T. department to set up applicant.
 - c. Once the account is created, the applicant will have received an email and will be able to upload any files/documents/plans.
 - d. The Building Department will receive email notifications any time new files are put into clients file, as will the client (if Building Department needs to get files to the applicant). There is a time delay of approximately **15 minutes** to **1 hour** from email notification for uploaded files to be available. If at first you do not see your files, try back in ½ hour.

Please contact the City of Elko Building Department if you have any issues with file transfer.

2. All electronic file submissions shall comply with the following requirements. Submittals that are not compliant will be rejected.
 - a. All digital files shall be MS-Windows compatible.
 - b. All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 9.0 or earlier.
 - c. Only searchable PDF files are accepted for calculations, reports and other supporting documentation (non-drawing files).
 - d. Security settings shall allow reviewers to markup digital documents, create notes, and to insert/remove sheets.
 - e. All sheets shall be oriented so the top of the page is always at the top of the computer monitor and set to landscape.
 - f. Pages shall be Indexed/Bookmarked on every submission. The index should note the sheet number as well as the title/description of each sheet.



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- g. The title block of each sheet shall include a 3" x 3" space for the placement of City of Elko Building Department approval stamp. This space must be provided at the same location on each plan sheet.
- h. Building plans shall be fully dimensioned. This shall include, but not be limited to, framing plans.
- i. All text shall be easily readable when set to print. Clarity must be equivalent or better than Arial, Gill Sans or Tahoma with a font size of 10pt.
- j. PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. It is recommended that scanning be done at a minimum of 150dpi and a maximum of 300dpi to balance legibility and file size.
- k. After PDF documents have been compiled, compress the file to reduce the file size.

3. Electronic Stamps and Signature:

- a. All files must be electronically stamped with signature per Nevada Statutes and Nevada Administrative Code. There are specific provisions for electronic signatures within the Rules and Regulations. Architects and Engineers are responsible for meeting these requirements.