ONLINE PLAN SUBMITTAL UPLOAD REQUIREMENTS
SIGN PERMITS

City of Dallas

https://plansubmittal.dallascityhall.com/

- ## UPLOAD PDF FILES ONLY TO THE DRAWINGS FOLDER

  All documents must be uploaded in portable document format (.pdf) to the drawings folder to be reviewed. To avoid files being missed during the review, do not upload files to any other folder.

- ## NO MULTI-PAGE FILES - STANDARD PAGE SIZES ONLY

  We are unable to process multi-page documents. Each page must be uploaded individually to be accepted for review. Pages must be a standard size 8.5"x11" or larger.

- ## FILES MUST BE UPLOADED IN THE CORRECT ORIENTATION

  We are unable to rotate files once they are uploaded. Please ensure your files are orientated correctly when they are opened in the viewer.
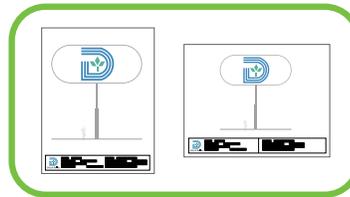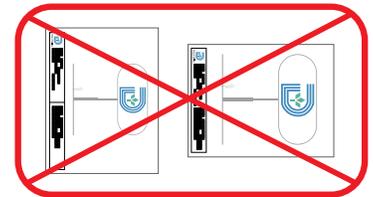
  ACCEPTED   **REJECTED**

- ## ALL FILES MUST BE FLATTENED - NO LAYERS

  If files are not uploaded in a flattened state, they will corrupt. If you do not have the ability to flatten your file, you can print, scan in, and upload the scanned image. Some of the integrity of the original art may be lost, so be sure to scan at a high enough resolution for all the information in the file to be legible.

  Please review all files after upload to insure they uploaded correctly, are legible, and no corruption occurred.

- ## LEAVE UPPER RIGHT HAND CORNER CLEAR FOR CITY APPROVAL STAMP

  The approval stamp will be positioned within a 2 1/2" tall by 1 1/12" wide area measured from the upper right hand corner of each file. We do not have control of the stamp placement. Please be sure this area is clear of all graphics and text, so that the stamp is clearly visible once approved.
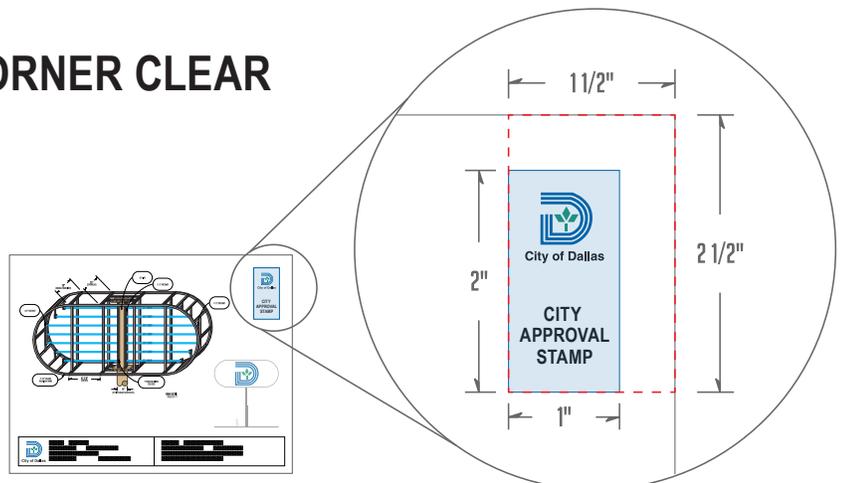
- ## PLEASE CALL 214-671-1768, WITH ANY QUESTIONS OR CONCERNS