

## **The City of Webster Does Require Digital File Submissions as Part of The Building Permit Process**

### **1) Purpose:**

Digital files will assist the GIS Division to update and provide more efficient access to spatial data used by City government and emergency services.

### **2) Projects Requiring Digital File Submissions:**

Digital files of architectural and civil drawings and notes are required for all projects, commercial or residential valued at over \$200,000.00.

### **3) What to Submit:**

Two things.

I.) A single, multi-page .TIF or .PDF file for the entire project. This must be an exact replica of the paper copies that are delivered to the City Building Department. To enable re-prints at the push of a button.

II.) .DWG AutoCAD file(s) for the Civil portion of the project only. To enable infrastructure overlays onto existing GIS data.

### **4) When to Submit:**

The submission of digital files is required as part of the permitting process. Each time paper plan copies are submitted a CD or DVD of digital files must also be submitted with them. The absence of, or inaccurate, incomplete or non-compliant digital submissions will require correction before the City issues a Building Permit.

### **5) Accuracy Requirements:**

The data must be a proportionally accurate representation of the construction project, and with a defined scale.

### **6) File Size & Versions**

#### **- AutoCAD .DWG Files:**

a) .DWG files must be saved in AutoCAD versions 2000 or 2002 or 2004 or 2006.

b) There are no size limits on .DWG files.

#### **- .PDF or .TIF files:**

a) Must be set at the same paper-size and be a duplicate of the hardcopy printed deliverable. The purpose is to enable page reprints from .PDF or .TIF without loss of scale.

b) To contain multiple pages per file and the pages must be in the same order as arranged in the hardcopy deliverable.

c) .TIF files must be in format .TIFF Group 4 at a resolution of 300 dpi.

d) All .TIF or .PDF pages should be in one single file with page order being a replica of the hardcopy deliverable.

### **7) Where to Submit Digital Format Documents:**

Files should be placed on a CD or DVD and submitted along with paper-copy plans to:

Building Dept.  
City Hall  
101 Pennsylvania Ave.  
Webster, TX 77598

### **8) What if You Are Unable Submit Digital Files?:**

In the very rare circumstance that a drawing was done by hand and there are no computerized files, a mapping fee will be charged. This fee will be used to replicate the necessary portions of your paper documents into a digital format.

### **9) Questions:**

Contact Richard Parkin of the GIS Division at telephone 281-316-4132 or by [internet form](#) .