

2.2 SUBMIT APPLICATION

CITIZEN ACCESS USER GUIDE

Submittal Standards

File Naming Standards allow for easy identification of drawings by naming convention: vector file types such as .PDF facilitate the most efficient viewing of documents.

- Drawing Files: Each sheet / page of the drawing shall be uploaded as a separate file. Drawing files will be rejected if uploaded as a multi-page document.
- Supporting Document Files: All files required as part of the application submission, other than drawing files, e.g., Structural Calculations, Geo-Tech Reports, Easement Letters, and Certifications, shall be uploaded as individual multipage documents.
- All file names on re-submitted documents for both drawings and documents shall remain the same.
- To facilitate rapid recognition and retrieval of files by our Plan Review teams, each sheet (file) name shall follow the naming requirements described on the following page. A discipline-specific prefix, page number, and suffix will allow for greater clarity and structured sorting.
- Submittals not following file naming requirements (see the following File Name Requirements section) or not following the above requirements **will be rejected, and subject to delay.**
- Note: Citizen Access customers may encounter errors if computer settings such as pop-up blockers are not disabled or meridian.local and meridiacity.org are not added to compatibility view settings.
- Mechanical, Electrical, and Plumbing sheets shall be provided individually. Please do not combine together on one sheet.

Required Files

1. Cover Sheet

A Cover Sheet is required, and the file must be named "A0.0_CoverSheet"

2. Index Sheet

An Index Sheet is required if not on the cover sheet. It must be named "A0.1_Index Sheet and include all plan file names with title designations. For example, "A2.1 – Second Level Floor Plan"



Contact Information

Building Services Division

- » The first floor of City Hall at 33 E. Broadway Ave. Suite 102, Meridian, Idaho 83642
- » Phone | 208.887.2211

Citizen Access Portal

- » For Applications, Inspections, and Permits, see the link below.
- » <https://citizenportal.meridiacity.org/citizen-access/>



File Naming Requirements

Drawing file name must include the first characters of the discipline name, followed by the sheet number and name. Resubmittals must use the EXACT same file name as the original.

Sheet ID Name

- » The First character must represent the discipline area (“A” for Architectural, “S” for Structural, etc.); use more characters if required, such as “LSP” for life safety and Master Egress. Ensure all plans, including the associated details, are submitted under the correct discipline.

Sheet Number

- » The sheet number may be listed with decimals or in whole numbers.

Sheet Name

- » The sheet name must clearly indicate the information found on the page. For example: A002.1 Second Level Floor Plan Details.

File Naming Examples

Discipline	Sheet ID	Sheet #	Example File Names
Cover Sheet	A0.0	1	A0.0_Cover Sheet
Index Sheet	A0.1	1	A0.0_Index Sheet
Landscape	L	1.1	L1.1_Overall Site
Erosion and Sediment	ESC	1	ESC1_ESC Plan
Architectural	A	2	A2.0_First Level Floor Plan
Structural	S	1.4	S1.4_Thurd Level Floor Plan
Plumbing	P	1.0	P1.0_Fixture Plan
Electrical	E	1.0	E1.0_Lighting
Mechanical	M	1.1	M1.1_First Floor Demolition
Civil	C	1.0	C1.0_Topographic Site Plan
Site Plan	SP	100	SP100_Site Plan
Interior Design	ID	1	ID1_First Floor Finishes
Life Safety and Master Egress	LSP	1	LSP1_Master Egress