

MSD Accela ACA Electronic Plans & Documents Submittal Guidelines

March 13, 2019

PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

1. All files shall be in generic PDF format & able to be efficiently opened in Adobe Acrobat Pro.
2. Construction plans shall be uploaded as a single combined multipage PDF file. Do not submit individual sheets as separate PDF files.
3. Plans shall be set to landscape view, with north preferably to the top of the monitor. Other document files may be oriented either portrait or landscape view so that the top of the page is always at the top of the monitor.
4. Every plan and document file shall be named clearly describing the contents of each file.
5. In general, keep file sizes to a minimum. Vector based files preferred. Minimize rasterized files if possible.
6. 100 MB is maximum file size
7. Minimum 200 DPI medium compression, maximum 300 DPI medium compression, for scanned images or other PDF files originating out of other software programs. Do not include the ICC profile if possible.
8. Color is OK
9. Photographs on plans are OK, but use sparingly to minimize file sizes
10. No Blue Beam or other proprietary file format PDF files
11. The Stormwater Management Facilities Report (SMFR) shall consist of two PDF files, one for the main SMFR, and a separate PDF file for the Stormwater Management Facilities Operation and Maintenance (O&M) Plan portion.
12. All plan sheets, reports, calculations, and other project design documents must be sealed and signed by the designer of record in accordance with Missouri Revised Statutes, Chapter 327, of the Missouri Board.

For questions regarding the MSD electronic submittal process, please call 314-768-6272