




STATE OF ARKANSAS

**Department of Finance
and Administration**

DIVISION OF BUILDING AUTHORITY

501 Woodlane Street, Suite 101N
Little Rock, Arkansas 72201
Phone: (501) 682-1833
Fax: (501) 682-5589
www.aba.arkansas.gov

MEMORANDUM

TO: Agency Officials, Project Coordinators, and Design Professionals
FROM: Floyd Farmer, DBA State Engineer 
DATE: May 4, 2017
SUBJECT: Plan Review Submittal Process Paperwork Reduction

Effective July 1, 2017, DBA Design Review Section will no longer require hard copies of plans or specifications for plan review submittals (prior to approval to bid). Plans and specifications submitted for review may now be submitted in electronic format as PDF files on a compact disk. HOWEVER, the final plans and specifications that have that have received final approval will still need to be submitted to the DBA Construction Section as hard copies when requested by the Construction Section.

To facilitate an efficient and timely review of the plans and specifications these documents should be submitted in the following format:

1. All documents shall be submitted on a standard CD-R compact disk. Do not finalize the disk so that additional files can be added during the review process. Disk should be provided with a self-adhered paper label bearing the DBA assigned project number (if known), project name and type of submittal (i.e. final plan review, or responses to comments). Submit CD in a standard protective paper sleeve without label.
2. Documents submitted in PDF format shall not be locked so that comments may be added to the document and it can be printed if necessary.
3. Plans produced in AutoCAD should be saved as PDF files directly from AutoCAD. This will provide the most compact file size and the cleanest, most readable documents.
4. All plans should be combined into a single PDF file in the order shown on the index of drawings. This file should bookmark by sheet number and title. Orient files so that they open in standard landscape view mode without requiring rotation of the images.
5. Specifications produced in MS Word should be saved as PDF files directly from MS Word.

6. All specifications should be combined into a single PDF file in the order listed in the table of contents. This file should be bookmarked by specification section number and title. Orient files so that they open in standard portrait view mode without requiring rotation.
7. Provide copies of all submittal documents on the disk including but not limited to the following documents:
 - a. Plan review submittal coversheet,
 - b. Agency transmittal letter,
 - c. Design Professional transmittal letter,
 - d. Responses to DBA comments (when applicable)
 - e. General Project Information Forms,
 - f. Governor's Office Approval (when applicable)
 - g. Construction cost estimate,
 - h. Regulatory review and approval letters
 - i. Agency Project Coordinator Form
 - j. Professional Services Contract (full copy with all attachments and amendments bearing signatures including DFA/OSP).
 - k. Other documents such as building programming documents, special reports, and supplemental information may be included and should be clearly identified by file name.
8. When submitting documents that are not converted directly to PDF from the original program of creation, exercise care to provide the most readable scan version available.
9. When making submittal to DBA include a hard copy of the DBA plan review submittal coversheet with the CD to facilitate processing of the review in a timely manner.

END