

# Scanning Plans + Documents



Customers applying for permits and applications are typically required to upload digital versions of supporting plans and/or documents.

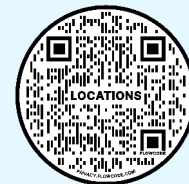
**Scanning is NOT AVAILABLE at the Permit Arlington Center.**

If you don't already have digital versions or access to a scanner, scan your plans and/or documents using one of the options below.

## 1 FREE with USB Drive

- **Location:** Every Arlington County Library branch can scan plans and documents up to 11x17"
- **You MUST bring your own USB drive** – no alternatives available
- You do not need to be an Arlington resident – no library card required

**Scan with your camera  
for a list of locations:**



## 2 PAID Scan to Email

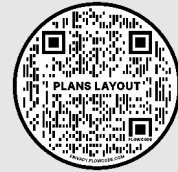
- **Location:** Staples and FedEx can scan plans and documents up to 11x17"
- **This service is not free** – 50 cents per scanned page
- When searching for a store, location must offer printing or scanning services
- Pay for your scans with a debit or credit card directly at the scanner



## Submission Requirements + Technical Details



## Required Plan Sheet Layout



## Naming Conventions



## Registered Design Professional Electronic Seal



## Permit Arlington Videos + Guides



## Best Practices

- Include a sheet index on the cover sheet
- Ensure all sheets have been uploaded per the sheet index
- Clean and purge all extraneous layers from drawings
- Minimize the number of layers included in drawings
- Minimize the amount of hatching and/or convert to a less processor-intensive format type
- Ensure reserved space for County approval stamp in required area