EDR Document Requirements

Incorrectly formatted documents are one of the most common causes of EDR application delays. Use this guide to help you quickly prep your documents for submission.

Preparation and Naming

1) PREPARING YOUR DOCUMENTS

FILE SIZE:
50MB maximum per file

LAYERS AND COMMENTS:
The EDR software is not compatible with PDFs that have embedded layers or comments, so please flatten your files and remove all comments prior to uploading.

PAGE ORIENTATION:
To take advantage of EDR's redlines and commenting functionality, all pages must be oriented as they would be read on paper.

YES
NO

SCALE:
All plans must be drawn to scale. On each sheet, a graphic scale or a clearly scalable dimension must be provided.

COLORS:
All EDR submittals should be drawn with black lines on white paper. This is because customers will have difficulty seeing colored redlines and comments if the plans already have colored linework.

PROTECTED PDFs:
EDR converts your PDF files to an image for review, so we cannot accept PDFs that are password protected or locked.
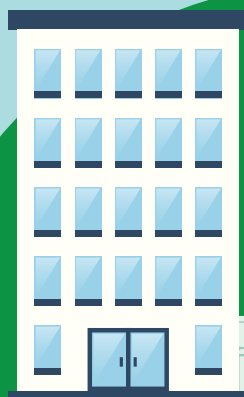
2) NAMING YOUR DOCUMENTS

EDR USER GUIDE

UTILIZE THE EXAMPLES FROM THE USER GUIDE
Take a moment to review the EDR User Guide, which contains a list of the most common documents with EDR Naming Convention examples for each document type.

Building

Plan

BLDG-PLAN

EDR NAMING CONVENTION
The EDR Naming Convention is a pair of four character abbreviations, with the first abbreviation being more specific and the second one more general. We chose this naming convention because the comment letter that EDR produces shows the first 4 characters of the file name at the end of the comment.

✓ 1st   ☐ 2nd
+
Description
↓
1st Sub-Building Plans

DOCUMENT DESCRIPTIONS
With each document, follow the EDR Naming Convention and provide the submittal number as well as the detailed document description.

NEED HELP?

Don't hesitate to call our main line at 602-506-3301 or email our customer service staff at pdcustomerservice@mail.maricopa.gov

Maricopa County
Planning & Development Department