



# CITY OF ANGOLA

## Building Commissioners Office

210 North Public Square  
Angola, Indiana 46703-1960

260-665-6846  
260-665-9164 (Fax)

E-mail: [deantwitchell@angolain.org](mailto:deantwitchell@angolain.org)

### THE ADVANTAGES OF ELECTRONIC FILING

- Instantaneous tracking of project.
- Communication via e-mail (RESULTING IN FASTER TURNAROUND TIME BY ELIMINATING THE MAIL).
- Environmentally Friendly.
- Environmental considerations - Nearly 100% Paper-less process.
- Cost savings including mailing, printing, travel, and staff time, etc.
- Cost savings by eliminating plan storage.
- Can file a project 24 - 7 - 365.

### Acceptable Drawing Type Files-

#### DWG

- Generated by Autocad Release 14 - 2005
- Small Efficient Electronic Plot
- Can be Viewed by Free Downloadable Viewer or Internet Explore with "Whip-Viewer" Plug-In
- Read Only
- One Drawing Represents One Drawing Sheet

#### TIFF (Group 4 Compression)

- Smaller File Size
- One File Represents One Plotted Sheet
- Many Large Format Scanners Generate This Type of File
- Can be Generated Directly By Other CAD Systems

#### PDF

- Small Efficient File Size
- Entire Submission Can Be Included in One PDF
- Requires the Purchase of "Adobe Acrobat Software"

- Read Only

#### Preparing Your Information to E-File

- Scan or Draw Professional Seal & Signature
- Import into CAD File
- Set Up Pens to Grayscales (as if you were plotting to a b/w printer)
- Plot to File (one sheet per file)
- Create index using notepad
- Scan in Signed Application Forms or complete the online Microsoft Word applications, save the applications, and email the applications as an attachment.
  - JPEG Preferred Format
  - No More Than 200 DPI
  - If You Can't Read It on Your Monitor, We Can't either!
- Check Your Finished Product to Make Sure Drawings and Application Form are Legible on Screen
- Place all Files into one "Zip" File
- E-Mail to the City of Angola Engineering Department or the City of Angola Building Department! [engineering@angolain.org](mailto:engineering@angolain.org) or [buildingdept@angolain.org](mailto:buildingdept@angolain.org)