



Merri Uhrinek
Service Coordinator
Land Development Division
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July 6, 2020

Re: Bluebeam Announcement

Dear Engineering Community;

Greenville County Land Development is excited to inform you that our plan reviewers will be using BLUEBEAM REVU for digital project reviews and plan markups effective **July 20th, 2020**. This new change aims to ease the review process for the plan reviewers and the engineers, to eliminate misunderstandings, and reduce follow-up communications.

What is changing?

- Greenville County Plan Reviewers will be using Bluebeam Revu for project reviews.
- Plan Reviewers will provide mark-up comments directly on the construction plan.
- Each department will have their own specific color for mark-ups.
- Our permit coordinator will email you the Microsoft word version of the review summary report so that you can easily provide your comments. You will be required to provide your comments in the engineer response comments section.
- You will be able to download a complete review summary report with all the mark-ups on the plan from our permit portal once our permit coordinator emails you the review comments summary.

How to access the marked-up plan and summary comments report?

Log into the city works portal. <https://cityworks.greenvillecounty.org/cwpub/template/login.aspx>

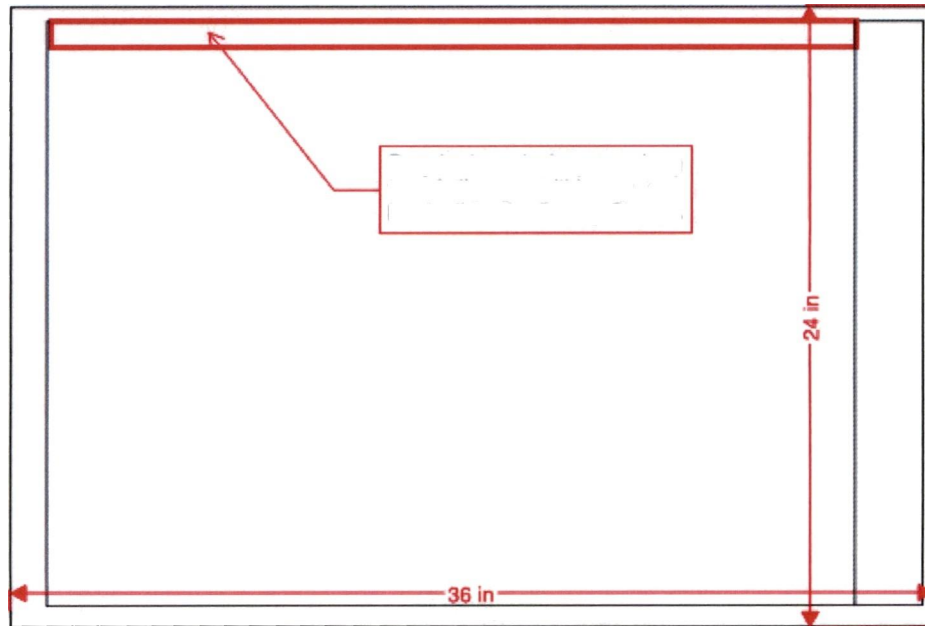
1. Download the marked-up plan and the summary report.
2. Open the plan and the report in Bluebeam or Adobe.
3. When you open the marked up plan, the summary report will be at the beginning of the plan set.
 - a. Once you click on the mark-up hyperlink on the summary report, it will take you directly to the location of the mark-up and the comments.
4. Save the marked-up plan and summary report to a folder on your pc.
5. Open the saved file.
 - a. Begin your review and provide response comments in the engineer comment section of the summary report. **See Link to Video** – Engineering Instructional Video – Responding to County Plan Review Comments.
<https://www.greenvillecounty.org/Permitting/RespondingToCountyComments.aspx>
 - b. Once you have completed your review and comments, you will need to do the following: Save the review comments as a PDF and upload as a **“Resubmittal”** to the permit portal and place into the **“Engineer Response Letter”** folder. As always, you will need to upload a complete (revised) plan set with the Tree Protection or Landscape Plan for re-review.

Please Note: If any additional sheets are added to the re-submitted plan set, you will need to ensure that this is clearly stated in your response comments.

Greenville County Electronic Plan Submittal Requirements

1. Entire Submittal must be uploaded at one time.
2. When re-submitting construction plans, you are required to submit the complete plan (including the TPP or Landscape plan) verses just the individual updated plan sheet.
3. All documents are to be in PDF Format, unless Data files are being submitted. Plans containing security or layers will need to be flattened through Bluebeam or Adobe **prior** to uploading to the permit portal.
4. Reports and plans must be on standard size pages, 8.5 x 11, 11 x 17, etc. with a maximum page size of 24 x 36.
5. All pages must have correct orientation. Top of page must be along top of screen when loaded. Any document submitted with incorrect orientation will be denied.
6. All construction plans must be to scale, including scans and a graphic scale must be shown on plan. If the plan sheet has enlargements or details at different scales each must have its own graphic scale bar shown on the plans.
7. All construction plans are required to have a cover page.
8. Plans are required to have an index either on the cover or separate index sheet.
9. Converting your AutoCAD files to a Vector PDF is preferred. Vector based PDF's can be scaled to any amount without degrading image quality. We cannot accept PDF's that are saved as PDF/A, PDF/X, or PDF/E.
10. Scans are allowed however PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. It is recommended, scanning to be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. Please make sure scanner does not enlarge or reduce the document during the scan.
11. All digital plans must be print ready, no information outside the border.

12. A 1 inch space along the top of all plan sheets will be required to be left blank for Greenville County Approval Stamps. See example below.



13. Greenville County must have rights to markup and print all documents. Please verify security settings before submitting. If any type of security is embedded on the site plan, we will have to deny the submittal as we will not be able to provide the marked-up plan with the summary report because the hyperlinks will not work.
14. All documents are required to have the Digital State of South Carolina seal and signature of Professional and shall be in accordance with the State of South Carolina guidelines for electronic signatures.

Should you have any questions regarding the submittal requirements, please email Merri Uhrinek.

Sincerely,

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Service Coordinator
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