

## Electronic Design Review Submittal Format

CDB requires design review submittals to be in electronic format on all projects in addition to the normally required paper copy. Submittals can be made on CD or through the State's ftp site at <https://filet.illinois.gov>. Paper copies and cds should be sent to David Ealey. The email address for ftp submissions should be [cdb.reviews@illinois.gov](mailto:cdb.reviews@illinois.gov). Do not send files directly to the reviewer.

All electronic documents are to be in Adobe™ PDF format. The Project Manual, Drawings and other documents are to be in separate folders.

### Project Manual

- One PDF file for Division 0, one PDF file for Division 1, and individual PDF's for all remaining sections.
- Files are to be named with the section number and title, for example;  
*011100 Project Summary.pdf*

### Drawings

- A separate PDF file is required for each drawing.
- Files are to be named with the drawing number and title and in the same order as the drawing index, for example;  
*001 G1 Cover Sheet.pdf*  
*002 C1 Civil Site Plan.pdf*  
*003 A1 Floor Plan.pdf*

### Other Documents

- Other documents such as the PPCB, detailed estimate, energy code forms, CDB checklists, etc. are to be in PDF format with filenames that are indicative of the content.