

City of Euless Digitizes Rolled Architectural Plans for Public Works Access

The City of Euless, Texas needed a more efficient way to manage bulky rolled architectural plan sets used by Public Works, permitting staff, and fire department personnel. Southwest Solutions Group scanned 303 rolled plan sets containing 7,578 sheets and converted them into searchable PDF files for digital access.

INDUSTRY

Government

Municipal records digitization project for a city public works environment.

LOCATION

Euless, Texas

Large format document scanning project completed for the City of Euless.

FACILITY TYPE

Public Works

The project supported records used by Public Works, permitting, and fire department teams.

SOLUTION

Document Scanning

Rolled architectural plans were converted into searchable digital PDF files.

PRODUCTS USED

Document Scanning of Large Rolled Architectural Plans

The project focused on large format scanning for oversized plan sets.

OPERATIONAL GOAL

Recover space and improve access

The city wanted to reduce dependence on physical rolled plans while making records easier to locate and share.

THE PROBLEM

Rolled Plan Storage Created a Public Works Records Access Challenge

The City of Euless retained architectural plan sets for buildings and businesses that had gone through permitting and certificate of occupancy processes. Over time, the volume of rolled plans created a storage, organization, and retrieval challenge for the Public Works department.



01

Limited Physical Space

The city had accumulated a large number of rolled architectural plans that needed to be retained for long-term municipal records access. These bulky plan sets occupied valuable room and created a storage problem for the Public Works department.

02

Slow Plan Retrieval

Staff had to locate, pull, and handle physical rolled plan sets whenever they needed building information. This made records access slower than opening a digital file and searching within a searchable PDF.

03

Single-Copy Access

Physical plan sets could not be used by multiple people in different locations at the same time. The city needed a way for permitting staff and fire department personnel to access the same plan information without passing around one rolled set.

THE SOLUTION

Large Format Document Scanning for Searchable Municipal Plan Records

Southwest Solutions Group converted the City of Euless rolled architectural plans into electronic PDF files through a large format document scanning workflow. The project included document preparation, oversized sheet scanning, quality control, and indexing so staff could search within the PDF files. The completed files gave city users digital access to plan sets that previously required physical storage, manual retrieval, and paper handling.



DIGITIZATION STRATEGY

Convert Rolled Architectural Plans Into Searchable PDFs

The project converted 303 rolled architectural plan sets, totaling 7,578 sheets, into digital PDF files. Keyword search capability was added so staff could search within large plan sets instead of reviewing oversized sheets page by page.

WHY THE PROCESS FIT

Use Batch Scanning to Maintain Practical Records Access

The city did not want to send every rolled plan at one time, so plan sets were sent in batches under a blanket purchase order. This approach allowed Southwest Solutions Group to prepare, scan, inspect, and index records as they were received while supporting the city's ongoing access needs.

OPERATIONAL IMPROVEMENTS

Make Plan Information Easier to Find and Share

Once digitized, the plans could be opened from a computer and searched within the PDF. This helped Public Works, permitting staff, and fire department personnel access the same plan information without relying on a single physical rolled set.

A Batch-Based Scanning Workflow for Rolled Architectural Plan Sets

Southwest Solutions Group managed the City of Eules project as a large format document scanning workflow. The process focused on preparing oversized plan sheets, scanning them into digital files, reviewing image quality, indexing records for retrieval, and returning PDF files for use in the city's existing system.

01 ON-SITE ASSESSMENT

Define the Plan Conversion Scope

The project centered on a large collection of rolled architectural plans used by the city for Public Works, permitting, and fire department reference. The scanning approach was selected to reduce physical storage demands and improve digital retrieval of building records.

02 SECURE DOCUMENT TRANSIT

Transfer Rolled Plans in Manageable Batches

The City of Eules sent plan sets in batches instead of releasing the full collection at once. This kept the scanning workflow manageable and supported the city's need to maintain access to records during the project.

03 DOCUMENT PREP

Prepare Oversized Sheets for Large Format Scanning

Southwest Solutions Group prepared the paper documents by removing staples, fasteners, and other items that could interfere with scanning. The team organized the plan sheets before sending each document through large format scanning equipment.

04 INDEXING BLUEPRINT

Create Search Paths Based on City Lookup Needs

Indexing was structured around the ways staff might search for a plan, including address, business name, architect, construction company, or other available plan identifiers. This supported future retrieval from the digital records after the files were returned.

05 PRECISION SCANNING

Scan Rolled Plan Sheets Into Multi-Page PDF Files

Each oversized plan sheet was scanned using large format scanning equipment and converted into a digital record. Full paper plan sets were assembled as corresponding multi-page PDF files.

06 IMAGE PERFECTION CHECK

Review Scanned Images Before Final Delivery

After scanning, the files went through quality control to check readability, orientation, cropping, and completeness. Human review helped verify that the digital images were usable before the files were finalized.

07 CUSTOM DIGITAL DELIVERY

Provide Searchable PDF Files for City Systems

The completed PDF files were provided back to the City of Eules for loading into the city's existing system. This gave staff digital records that could be accessed and searched without relying only on the original rolled plans.

08 FINAL DOCUMENT DISPOSITION

Support Review of Originals After Scanning

After scanning and delivery, the customer could review the digital files before deciding how to handle the original documents. This step supported the city's transition from physical plan storage to searchable electronic records without assuming a specific final disposition.

Searchable PDF Plan Records Improved Space Use and Records Access

The City of Eulesse gained digital access to rolled architectural plan sets that had previously required physical storage and manual handling. The completed document scanning project reduced dependence on bulky paper records, improved plan searchability, and supported shared access for municipal users.

PRIMARY OUTCOME

303 Rolled Plan Sets Converted to Digital Records

Southwest Solutions Group scanned 303 full rolled architectural plan sets containing 7,578 sheets. The city received searchable PDF files that could be used instead of relying only on physical rolled records.

WORKFLOW

Faster Plan Lookup Without Pulling Paper Sets

Staff could open a digital plan file and use keyword search inside the PDF to locate needed information. This reduced the manual process of finding, unrolling, reviewing, and passing around physical plan sets.

ORGANIZATION

Indexed Files Supported More Consistent Retrieval

The scanned files were indexed around practical search needs such as address, business name, architect, construction company, and other available identifiers. This gave the city a more structured way to locate plan records in digital form.

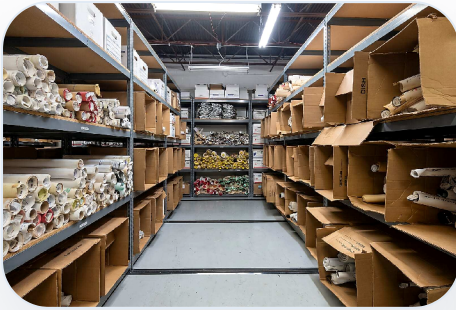
LONG-TERM VALUE

Digital Plan Access Supported Ongoing Municipal Records Use

Digitizing the rolled plans helped preserve access to building information used by Public Works, permitting, and fire department personnel. The city also recovered space that had been used to store bulky rolled architectural plan sets.

Project Images

The project gallery shows the rolled plan storage challenge and the large format document scanning outcome for the City of Euless.



READY TO SOLVE A SIMILAR PROBLEM?

Need to Digitize Rolled Plans or Oversized Records?

Southwest Solutions Group helps public agencies and organizations convert bulky paper records into searchable digital files.

If your team needs faster access to architectural plans, construction drawings, or other large format documents, request a consultation to review your scanning project.