

COMMUNITY DEVELOPMENT ELECTRONIC PLAN REVIEW FILE NAMING GUIDE

BUILDING PLANS AND DOCUMENTS

1. General Requirements - All electronic plan review files must comply with the naming conventions outlined in this document. Files that are not correctly named may be rejected, resulting in delays to the review process. Documents prepared by a licensed design professional must be digitally signed and sealed using a certificate issued by a third-party authentication provider.

2. File Naming Format - All files shall be prefixed with the applicable drawing type and submittal number. File names **must** describe the content contained within the PDF.

Format: [Discipline Prefix][Submittal Number]_[Description]_[ProjectName]

File Prefixes

- **A** = Architectural
- **S** = Structural
- **E** = Electrical
- **F** = Fire
- **M** = Mechanical
- **P** = Plumbing
- **SP** = Site Plan
- **DR** = Drainage Plan
- **X** = Miscellaneous Documents
(Application, DO Plans, Private Provider Documents)
- **Y** = Product Approvals, NOAs
- **Z** = Energy Calculations, Truss Documents

Example Plan File Names

- A1_Architectural_ProjectName (1st submittal architectural)
- M2_Mechanical_ProjectName (2nd submittal mechanical)
- P3_Plumbing_ProjectName (3rd submittal plumbing)

Example Miscellaneous File Names

- X1_DO_Approval_ProjectName
- X1_PrivateProvider_ProjectName
- Y1_NoA_Cladding_ProjectName
- Y1_NoA_Windows_ProjectName
- Z1_Truss_Eng_Compliance_ProjectName

3. Individual Plan Sheet Uploads - Individual plan sheet uploads are **not required**. However, if you choose to upload sheets separately, each sheet must be sequentially numbered as shown in the Architectural example below:

- A1_Architectural_01_ProjectName
- A1_Architectural_02_ProjectName
- A1_Architectural_03_ProjectName

4. Residential Plan Sets - Plans may be combined into a single PDF file.

5. Commercial Plan Sets - Plans must be submitted as separate PDF files by discipline (e.g., Architectural, Structural, Electrical, Mechanical, Plumbing, etc.).