

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.

2. File Naming Format - All files shall be prefixed with the applicable drawing type and submittal number.

Format: [Discipline Prefix][Submittal Number]_ProjectName

Discipline Prefixes

- **A** = Architectural
- **S** = Structural
- **E** = Electrical
- **F** = Fire
- **M** = Mechanical
- **P** = Plumbing
- **SP** = Site Plan
- **DR** = Drainage Plan
- **Y** = Product Approvals
- **Z** = Energy Calculations, Truss Documents, and Other Supporting Documents

Example File Names

- **1st Submittal Architectural:** A1_ProjectName
- **2nd Submittal Mechanical:** M2_ProjectName
- **3rd Submittal Plumbing:** P3_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_ProjectName_01
- A1_ProjectName_02
- A1_ProjectName_03

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.).

6. Digital Signatures and Seals - Plans prepared by licensed design professionals must comply with all applicable state requirements for digital signatures and seals and must be certified by a third-party authentication provider. **Self-signed digital signatures will not be accepted.**

For multi-sheet PDF plan sets, it is acceptable for a licensed professional to digitally sign the first page and digitally seal or stamp the remaining pages within the same document. Because any modification to the PDF after signing will invalidate the digital signature, this practice is acceptable provided the digital signature remains valid and verifiable at the time of submission.