



NAMING CONVENTIONS

The following naming conventions should be used when uploading drawings and documents online for building permit submittals.

****All files need to be in PDF format****

DRAWINGS

Cover Sheet	CS	Structural	S1, S2, S3
Site Plan	SP1, SP2	Fire Sprinkler	FS1, FS2, FS3
Architectural	A1, A2, A3	Fire Alarm	FA1, FA2, FA3
Electrical	E-1, E-2, E-3	Life Safety	LS1, LS2, LS3
Mechanical	M-1, M-2, M-3	Landscape	L1, L2, L3
Plumbing	P1, P2, P3	Demolition	D1, D2, D3

DOCUMENTS

Building Application	APP B	Roof Application	APP R
Main Electric Application	APP E	Mechanical Application	APP M
Mechanical Hood Application	APP M HOOD	Main Plumbing Application	APP P
Plumbing Irrigation Application	APP PI	Plumbing Gas Application	APP PG
Engineering Application	APP ENG	Environmental Application	APP ENV
Community Appearance Board	CAB		
Low Voltage Electric Application	APP LV PHONE		
	APP LV SEC		
	APP LV ACCESS		
	APP LV SOUND		
	APP LV DATA		

Receipt of Submittal	SUBMIT
	SUBMIT CORR 1 TO ORIGINAL
	SUBMIT REV 1
	SUBMIT CORR 1 TO REV 1
Water/Sewer Form	WATER
Notice of Commencement	NOC
Narrative	NARR
	NARR TO REV 1
Change Order	CHANGE ORDER
All Product Approvals	NOA ACCORDIAN SHUTTERS
	NOA IMPACT WINDOWS
	NOA GARAGE DOOR
Survey	SURVEY
Contract	CONTRACT
Roof Supplemental/Mitigation	ROOF
Special Inspector Reports	SI
Fire Alarm Info	FA
Fire Sprinkler Info	FS
Truss Drawings	TRUSS
Homeowners/Condo Approval	AUTH
Power of Attorney	POA
Owner/Builder Affidavit	OB
Change of General Contractor	CHANGE OF GC
Change of Sub Contractor	CHANGE OF SUB (SPECIFY TRADE)

All Other Documents such as Windloads, Design Pressure, Details **SUPP INFO**