



## Naming Conventions

The following naming conventions should be used when uploading documents online for building permit submittals. All files need to be in **Adobe Acrobat PDF** format.

### Drawings

When naming drawings, please make sure to use the **exact naming convention** as the title block located on the lower-right hand side.

### Applications

Building Application	APP B
Electric Application	APP E
Electrical LV Access Control Application	APP E LV Access Control
Electrical LV Fire Alarm Wiring Application	APP E LV FA Wiring
Electrical LV Phone and Data Application	APP E LV Phone and Data
Engineering Application	APP ENG
Environmental Application	APP ENV
Fire Alarm Application	APP FA
Fire Alarm Smoke Detector	APP FA Smoke Detector
Fire Building Application	APP FB
Fire Building Access Control	APP FB Access Control
Fire Sprinkler	APP FS
Fire Suppression Application	APP F Suppression
Mechanical Application	APP M
Mechanical Hood Application	APP M Hood
Mechanical Refrigeration	APP M Refrigeration
Painting Application	APP Z
Plumbing Application	APP P
Plumbing Gas Application	APP PG
Plumbing Irrigation Application	APP PI
Roof Application	APP R

## Documents

AC Data Sheet	AC Data
AHRI	AHRI
Authorized Agent	Auth
Beach Lighting Affidavit	Lighting Affidavit
Contract	Contract
Change of General Contractor	Change of GC
Change of Sub Contractor	Change of Sub
Community Appearance Board	CAB
Driveway Affidavit	Driveway Affidavit
Energy Forms	Energy
Fire Alarm Info	FA
Fire Sprinkler	FS
Homeowners/Condo Approval	HOA
Narrative	Narr Narr Rev 1
Notice of Commencement	NOC
Owner/Builder Affidavit	OB
Photovoltaic	Photovoltaic
Power of Attorney	POA
Preliminary Demo	Demo
Product Approvals	NOA Shutters NOA Single Hung Window NOA Garage Door NOA etc. (follow the same naming convention)
Receipt of Submittal	Submit Submit Rev 1 Submit Corr 1 to Rev 1
Recorded Warranty Deed	Warranty Deed
Roof Affidavit	Roof Affidavit
Roof Pictures	Supp Info
Roof Supplemental and Mitigation Packets	Roof
Roof Warranty	Roof Warranty
Settlement Statement	Settlement Statement
Special Inspector Reports	SI

Sunbiz  
Survey  
Swimming Pool Safety Act  
Truss Drawings  
Truss Packet  
Unrecorded Warranty Deed  
Water/Sewer Form  
Window Pictures  
Window/Door Drawings  
Window/Door Schedule  
Window/Door Windload

Sunbiz  
Survey  
Safety Act  
Truss Drawings  
Truss  
Unrecorded Warranty Deed  
Water  
Supp Info  
Floor Plan  
Window and Door Schedule  
Windload