

Naming of Electronic Documents

The following is an outline of how your electronically submitted documents should be named. Please follow the procedure as specifically described, otherwise your submittal may be denied.

Initial Submittal

- Date of Submittal: (MM.DD.YY) This is the 1st part of your document name.
- Document Type: (Building Plans, Truss Engineering, FL Product Approval, etc)
- Project Address (or project name if no address)

Example: 02.22.19 Energy Calculations 1234 Hardy Drive.pdf

Please Note:

- Building Plans need to be submitted as 1 document, not individually by page.
- For large commercial projects, you can break up the submittal by trade type (architectural, structural, electric, plumbing, mechanical, etc.)

Answer to Plan Review Comments

- Named the same as above, but must include “Resubmittal” and the number

Example: (Answering the 1st Round of Plan Review Comments)

08.05.19 Building Plans 4567 Orange Ave Resubmittal 1.pdf

(Answering the 2nd Round of Plan Review Comments)

09.28.19 Building Plans 4567 Orange Ave Resubmittal 2.pdf

Revisions

- Named the same as above, but must include “Revision” and the number

Example: (Submitting the 1st Revision)

08.05.19 Energy Calculations 4567 Orange Ave Revision 1.pdf

(Submitting an 8th Revision)

11.17.19 Building Plans 1234 Sunday Ave Revision 8.pdf