# Drawings for Permit Plan Review - Naming Convention

To help make drawing submittals fast and easy we ask that the permit applicant follow these three requests for submitting **drawings for review in EPL**. (see submitting supporting documents for naming of other non-drawing documents)

**1. Provide one digitally signed PDF per consultant.**

\* Make sure files are not locked

\* One PDF with multiple digital signatures can be submitted, but when re-submitting you would need to supply a new drawing that is digitally signed, or sheets digitally signed by the respective trades.
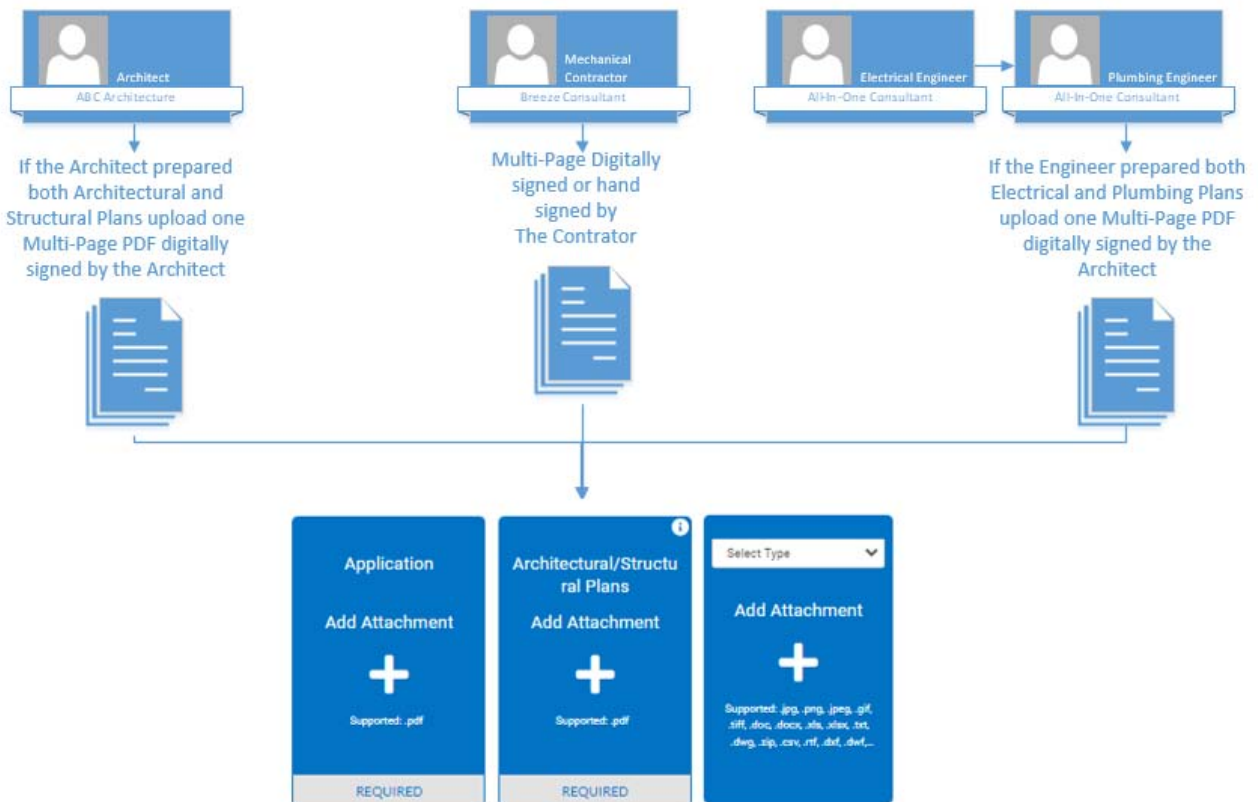
For example, if the Architect prepared all the drawings, it would be submitted as one pdf file digitally signed by the Architect.

If an Engineer prepared Mechanical, Electrical and Plumbing then they would submit all three trades in one pdf file including the preparers digital signature.

If a homeowner prepares drawings as Owner Builder project and they have a Mechanical Contractor doing calculations, they would submit one PDF Owner Builder drawings and one PDF from the Mechanical Contractor

\*see video on file preparation, digital signature and batch sign seal.



\*if the consultant covered multiple trades, they can be submitted as one multi page document. For example, if an Architect provides Architectural and Structural Plans we can accept one PDF digitally signed by the Architect.

If the Architect prepared both Architectural and Structural Plans upload one Multi-Page PDF digitally signed by the Architect

Multi-Page Digitally signed or hand signed by The Contrator

If the Engineer prepared both Electrical and Plumbing Plans upload one Multi-Page PDF digitally signed by the Architect

You can select multiple files to upload into each container, but you cannot add after you upload one. If you need to upload more than one file and you have already added one, delete the one file, reselect multiple files and upload all.

## 2. Follow Two Component Naming Convention

**COMPONENT ONE**: Describe the drawing being submitted

**COMPONENT TWO**: the name of the person responsible for the plans.
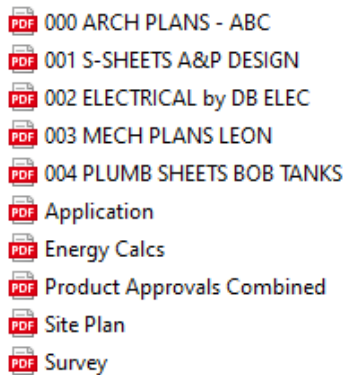
For Example:

ARCHITECTURAL ROBERT FROST

STRUCTURAL SAMANTHA STONE

MEP SPARKY JONES

OWNER BUILDER SHEILA E

- Name drawing files with all capital letters.

- Keep the file names as short as possible while providing the two components the city requires. 30 characters including spaces is the requested maximum file name length.

- You can include your own system for tracking, as long as, the two components are included as shown below.
- A prefix can be added to create sort order.

    📄 000 ARCH PLANS - ABC
    📄 001 S-SHEETS A&P DESIGN
    📄 002 ELECTRICAL by DB ELEC
    📄 003 MECH PLANS LEON
    📄 004 PLUMB SHEETS BOB TANKS
    📄 Application
    📄 Energy Calcs
    📄 Product Approvals Combined
    📄 Site Plan
    📄 Survey

More Examples:

**COMPONENT ONE COMPONENT TWO**, all CAPS and less than 30 characters.

ALL TRADES BY JACK OFALL

PLUMB JOHN SMITH-121 BROADWAY

ELECTRICAL JOAN MILLER PERMIT SET

WPB AC CHANGE OUT JEROME B.

You can use a dash or separator, but keep in mind that when any new files that are submitted (as explained on the next page) the new file will need to be named the same as the original.

# Re Submittal

**3. Resubmitted Files to share the same name as original.**

- The software used for plan review recognizes new files to supersede a previous by the name or by page number.
- We request that resubmitted files to have the same name because staff needs to know what files they are versioning. *
- Once staff assigns the new files to supersede version1 the system saves it with the version2 extension automatically and both versions are available in EPL.
- This allows us to review version2 and refer to version1 as needed.
- The good news is that after you submit the full set of plans, we will only ask that you submit back the plans that have changed due to plan review corrections, comments or consultant changes.

*You can add an extension for tracking purposes on resubmitted plans if the original naming is present as well.

Note:
You can submit back the whole set by consultant if it is easier for the consultant.
However, by only taking back the sheets in need of review, we can reduce the files size, reduce the need to re-stamp and staff handling time.

In order to accommodate file tracking, you can add an extension for tracking purposes on resubmitted plans, as long as the original naming is present as well (see highlighted examples below).

Examples of naming for resubmittal or Revision:

ALL TRADES BY JACK SPADER-REVIEW 1 COMMENTS

PLUMB JOHN SMITH-121 BROADWAY VER2

ELECTRICAL JOAN MILLER PERMIT SET REV02

WPB AC CHANGE OUT JEROME B. NEW 2/23/22

To sum up, when you submit your plans for the first time, make sure they have a naming convention that describes the drawing, states who is responsible (person or company), is less than 30 characters and the name is ALL CAPITAL LETTERS.

# Supporting Documents - Naming Convention

To help make drawing submittals fast and easy we ask that the permit applicant follow these requests for submitting **supporting documents for review in EPL**.

1. **These documents should have descriptive name and should be lower case so we can easily tell that these are supporting documents.**

   📕 Application
   📕 ARCH PLANS - ABC
   📕 ELECTRICAL by DB ELEC
   📕 Energy Calcs
   📕 MECH PLANS LEON
   📕 PLUMB SHEETS BOB TANKS
   📕 Product Approvals Combined
   📕 Site Plan
   📕 S-SHEETS A&P DESIGN
   📕 Survey

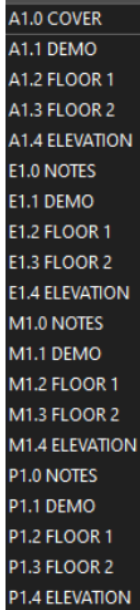   **Note that plan files are use capitals and supporting files do not.**

   Since all files are uploaded into one location in EPL, please consider your naming convention and how it could be utilized to make file navigation easier.

   **For example:**
   **A prefix could be utilized on drawing documents to create a sort order based on the drawing index.**

   📕 000 ARCH PLANS - ABC
   📕 001 S-SHEETS A&P DESIGN
   📕 002 ELECTRICAL by DB ELEC
   📕 003 MECH PLANS LEON
   📕 004 PLUMB SHEETS BOB TANKS
   📕 Application
   📕 Energy Calcs
   📕 Product Approvals Combined
   📕 Site Plan
   📕 Survey

   A1.0 COVER
   A1.1 DEMO
   A1.2 FLOOR 1
   A1.3 FLOOR 2
   A1.4 ELEVATION
   E1.0 NOTES
   E1.1 DEMO
   E1.2 FLOOR 1
   E1.3 FLOOR 2
   E1.4 ELEVATION
   M1.0 NOTES
   M1.1 DEMO
   M1.2 FLOOR 1
   M1.3 FLOOR 2
   M1.4 ELEVATION
   P1.0 NOTES
   P1.1 DEMO
   P1.2 FLOOR 1
   P1.3 FLOOR 2
   P1.4 ELEVATION

   **Now its easier to see all drawing at the top in uppercase and supporting documents in lower case.**

   By using a naming convention based on how files appear order in conventional file format, you can help us understand all documents being submitted.

   **Note:**
   - Files come through in alphabetical order.
   - Numbers will always sort first and then letters.
   - Product approval can be combined if bookmarked.
   - Specifications can be combined if bookmarked.