

File Name Guide for Commercial Projects or Larger Submittals

To help keep project drawings organized, use this .PDF document naming guide.

The text in **BOLD** shows how to name your documents.

It is important to add "**Submit1**" to distinguish first submittals from future correction sheets.

(**Please note:** These naming conventions are based on a typical Commercial submittal. Your project may be smaller or larger than this example. These may be broken down further than described above depending on the size and scope of your project.)

BUILDING PERMIT SUBMITTAL:

File Name	Description of what to include in the .PDF
Application	.PDF that contains the completed/signed permit application.
Project Description	.PDF that contains the completed project description form.
Credit Card Authorization Form	Separate .PDF (so we can delete it after use).
Deferred Submittals Checklist	.PDF providing a list of deferred submittals, if any.
Submit1 Site Plan	Plot plan showing the location of the proposed structure on the site. Please make sure you have included all of the necessary information.
Submit1 Arch	Architectural sheets, code summary, FLS, etc.
Submit1 Civil	Civil sheets.
Submit1 Struct	Structural sheets.
Submit1 Struct Calcs1 (type of calculations)	Structural calculations, describe the type of calculations in the name of the file.
Submit1 Struct Calcs2 (type of calculations)	Structural calculations, describe the type of calculations in the name of the file.
Submit1 Submit1 Energy Forms	Any required energy efficiency forms for commercial.
Submit1 Other (type of document)	If you have additional submittals, please use the following format to name the file. Describe the document in the name of the file.
Send submittal in one email if the file size is no more than 40MB. If attachments bring the email size to more than 40MB, split the submittal into separate emails with one consistent subject line.	

ELECTRICAL PERMIT SUBMITTAL:

File Name	Description of what to include in the .PDF
Application	.PDF that contains the completed/signed permit application.
Project Description	.PDF that contains the completed project description form.
Credit Card Authorization Form	Separate .PDF (so we can delete it after use).
Submit1 Elect	Include all electrical drawings.
Submit1 Elect Calcs	Provide any electrical calculations.
Submit1 Submit1 Elect Documents (type of document)	Any electrical documents, please use the following format to name the file. Describe the document in the name of the file
Submit1 Elect Other (type of document)	If you have additional submittals, please use the following format to name the file. Describe the document in the name of the file.
Send submittal in one email if the file size is no more than 40MB. If attachments bring the email size to more than 40MB, split the submittal into separate emails with one consistent subject line.	

PLUMBING PERMIT SUBMITTAL:

File Name	Description of what to include in the .PDF
Application	.PDF that contains the completed/signed permit application.
Project Description	.PDF that contains the completed project description form.
Credit Card Authorization Form	Separate .PDF (so we can delete it after use).
Submit1 Plumb	Include all plumbing drawings.
Submit1 Submit1 Plumb Documents (type of document)	Any plumbing documents, please use the following format to name the file. Describe the document in the name of the file
Submit1 Plumb Other (type of document)	If you have additional submittals, please use the following format to name the file. Describe the document in the name of the file.
Send submittal in one email if the file size is no more than 40MB. If attachments bring the email size to more than 40MB, split the submittal into separate emails with one consistent subject line.	

MECHANICAL PERMIT SUBMITTAL:

File Name	Description of what to include in the .PDF
Application	.PDF that contains the completed/signed permit application.
Project Description	.PDF that contains the completed project description form.
Credit Card Authorization Form	Separate .PDF (so we can delete it after use).
Submit1 Mech	Include all mechanical drawings.
Submit1 Submit1 Mech Documents (type of document)	Any mechanical documents, please use the following format to name the file. Describe the document in the name of the file
Submit1 Mech Other (type of document)	If you have additional submittals, please use the following format to name the file. Describe the document in the name of the file.
Send submittal in one email if the file size is no more than 40MB. If attachments bring the email size to more than 40MB, split the submittal into separate emails with one consistent subject line.	

