

# File Name Guide for Mobile Home Submittals

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

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

<b>File Name</b>	<b>Description of what to include in the .PDF</b>
<b>Application</b>	.PDF that contains the completed/signed application form.
<b>Project Description</b>	.PDF that contains the completed project description form.
<b>Credit Card Authorization Form</b>	Separate .PDF (so we can delete it after use).
<b>Property Owner Statement</b>	If applicable; required when a homeowner is performing work on a home that they own.
<b>Submit1 Site Plan</b>	Plot plan showing the location of the proposed structure on the site. Please make sure you have included all of the necessary information.
<b>Submit1 Documents</b>	Architectural sheets, code summary, FLS, etc.
<b>Submit1 Other</b>	If you have additional submittals, please use this description and explain what the document is.
It is important to add " <b>Submit1</b> " to distinguish first submittals from future correction sheets.	

(**Please note:** These file names are based on a typical Mobile Home submittal. Your project may be smaller or larger than this example.)