

File Name Guide for Demolition Permit Submittals

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

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

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

(**Please note:** These naming conventions are based on a typical demolition permit submittal. Your project may be smaller or larger than this example.)