

File Name Guide for Residential or Home Occupation Projects

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
Building Permit Application	.PDF that contains the completed/signed application building 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).
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 the proposed structure on the site. Please make sure you have included all of the necessary information.
Submit1 Plans	For most submittals this can be one PDF; if it is larger, break it into two PDFs and number in order, for example: Submit1plans1, Submit1plans2
Submit1 Gravity/Beam Calcs	.PDF that includes beams and foundation calculations.
Submit1 Lateral Calcs	.PDF that includes lateral analysis calculations.
Submit1 Truss Packet	.PDF that includes truss packet only.
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 New Single-Family Residence (NSFR) submittal. Your project may be smaller and not require all of these drawings.)