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## ELECTRONIC SUBMITTAL NAMING CONVENTION

- Name the Original Submittal drawings using the following format: < OS1 > < Name from the Submittal Checklist >.

Examples - OS1 Application.pdf  
OS1 Site Plan.pdf  
OS1 Construction Drawings.pdf

- Name Revisions using the following format: < REV,1,2,3,4 etc. > < Name from Submittal Checklist > A revision is a city requested design or plan alteration.

Examples - REV1 Additional Submittal Form.pdf  
REV1 Building Section.pdf  
REV1 Foundation Plan.pdf

- Name Resubmittals using the following format: < RESUB,1,2,3,4 etc. > < Name from Submittal Checklist>. A resubmittal is an owner/builder requested design or plan alteration.

Examples - RESUB1 Additional Submittal Form.pdf  
RESUB2 Site Plan.pdf  
RESUB1 Construction Drawings.pdf

- Name Deferred Submittals using the following format: < DEF,1,2,3,4 etc. > < Name from Approved Plans >. A deferred submittal is an approved deferred design item listed on the cover sheet of the approved plan.

Examples - DEF1 Concrete Design Mixes.pdf  
DEF2 Shop Steel Drawings.pdf  
DEF1 Section Detail.pdf

Where the document name is not provided on the submittal checklist please use a concise one or two-word common term for the document.

## **Internal Document Naming**

### **Building**

Correction Items – Replace customer designator to < BLD – Com1,2,3,4 etc. > to file name.

Approved - Replace customer designator to < APR - BLD > before file name.

### **Planning**

Correction Items – Replace customer designator to < PLN – Com1,2,3,4 etc. > to file name.

Approved - Replace customer designator to < APR - PLN > before file name.

### **Engineering**

Correction Items – Replace customer designator to < ENG – Com1,2,3,4 etc. > to file name.

Approved - Replace customer designator to < APR - ENG > before file name.

### **Fire**

Correction Items – Replace customer designator to < FIR – Com1,2,3,4 etc. > to file name.

Approved - Replace customer designator to < APR - FIR > before file name.