

## BUILDING NAMING CONVENTION

The following naming standards should be used when uploading documents and drawings online for building permit Submittals. All files need to be in Adobe Acrobat PDF format.

Plan Set Code	Sheet Number	Title Block Sheet Name	Standard ProjectDox File Name
ACC	001	Accessory Structure Checklist	ACC001Accessory Structure Checklist.pdf
ANCH	001	Anchoring detail	ANCH001Anchoring Detail.pdf
ASBE	001	Asbestos Report	ASBE001Asbestos Report.pdf
BLOW	001	Blower Door Test Form	BLOW001Blower Door Test.pdf
CONT	001	Contractor Data Sheet	CONT001Contractor Data Sheet.pdf
DESI	001	Design Plan	DESI001Specific Design Plan.pdf
DOCK	001	Dock/Seawall Regulations	DOCK001Dock and Seawall Regulations.pdf
DRIV	001	Driveway Standards	DRIV001Driveway Standards.pdf
EASE	001	Easement Agreement	EASE001Easement Agreement.pdf
ELEC	001	Electrical design	ELEC001Electrical design.pdf
ENER	001	Energy Calculation	ENER001Energy Calculation.pdf
ENGD	001	Engineered Design Plan	ENGD001Engineered Design.pdf
FENC	001	Fence Checklist	FENC001Fence Checklist.pdf
FLAM	001	Flammability Certificate	FLAM001Flamability Certificate.pdf
FLOOR	001	Floor Plan/Perimeter	FLOOR001Floor Plan Perimeter.pdf
GEN	001	Generator Checklist	GEN001Generator Checklist.pdf
HDA	001	Health dept. Approval	HDA001Health Dept. Approval.pdf
HOLD	001	Hold harmless Agreement	HOLD001Hold Harmless Agreement.pdf
HOME	001	Home Owners Insurance	HOME001Home Owners Insurance.pdf
HVAC	001	HVAC Specification Card	HVAC001HVAC Spec Card.pdf
INSP	001	Inspection Codes	INSP001Inspection Codes.pdf
INSU	001	Insulation Certificate	INSU001Insulation Certificate.pdf
LAND	001	Landscaping Index	LAND001Landscaping Index.pdf
MECH	001	Mechanical design	MECH001Mechanical design.pdf
NOA	001	Product Approval	NOA001Product Approval.pdf
NOC	001	Notice of Commencement	NOC001Notice of Commencement.pdf
OWNE	001	Owner Builder Affidavit/Statement	OWNE001Owner Builder Affidavit

PCHK	001	Planning/Zoning Pre-Review Checklist	PCHK001PZ Pre Check.pdf
PERV	001	Pervious Area Form	PERV001Pervious Area.pdf
PLUM	001	Plumbing design	PLUM001Plumbing design.pdf
POOL	001	Pool Safety Affidavit	POOL001Pool Safety Affidavit.pdf

PROD	001	Product Approval or Specifications	PROD001Product Approval or Specifications.pdf
PZCK	001	Planning & Zoning Pre-Check	PZCHK001Planning and Zoning Pre Review Checklist.pdf
RAFF	001	Re-Roof Affidavit	RAFF001Re-Roof Affidavit.pdf
RSPEC	001	Roof Specification Sheet	RSPEC001Roof Spec Sheet.pdf
SFAM	001	Single Family Home Checklist	SFAM001 SF Home Checklist.pdf
SHUT	001	Shutter Checklist	SHUT001Shutter Checklist.pdf
SITE	001	Site Plan (Approved)	SITE001Approved Site Plan.pdf
SOIL	001	Soil Density/Borings	SOIL001Soil and density/Boring.pdf
SPEC	001	Special inspection (Report)	SPEC001Special Inspection Report.pdf
STR	001	Structural Design	STR001Strutural design.pdf
SURV	101	Survey<2 yr.	SURV101Survey.pdf
SURV	201	Survey>2 yr.	SURV201Survey.pdf
SURV	301	Survey Landscaping	SURV301Survey Landscaping.pdf
SURV	401	Survey Form Board	SURV401Survey Form Board.pdf
SURV	501	Survey Final	SURV501Survey Final.pdf
SURV	601	Survey Elevation certificate	SURV601Survey Elevation Certificate.pdf
SURV	701	Survey Moisture	SURV701Moisture Survey.pdf
TRUSS	001	Truss Design/Engineering	TRUSS001Truss Design Engineering.pdf
WIND	001	Window and Door Checklist	WIND001Window Door Checklist.pdf