

ePermit

Naming Submittal Documents

Efficiency of permit intake is assisted by proper file naming. The proper naming of files to indicate the submittal version allows easy tracking and follow-up during plan review. All submittal documents shall be named beginning with which submittal version (1, 2, 3....) followed by the type of submittal, and property address or PID. See examples below:

Initial Submittal

Contact & Contractor Form = Sub1 Contacts_200_4thAveW.pdf

Building Plans = Sub1 Building Plans_200_4thAveW.pdf

- Examples may include Sub1 Architectural Plans, Sub1 Structural Plans, Sub1 Plumbing Plans; identifying the type of plans.

Specifications = Sub1 "Type of"Specs_200_4thAveW.pdf example: Sub1 FastenerSpec_address

- Because there are multiple types of specifications please identify the type of specification in the name.

Use this format each type of submittal document.

Revision or Resubmittals

If you have received a plan review corrections letter and you are uploading revised or secondary submittal documents they should be named as follows.

Contact & Contractor Form = Sub2 Contacts_200_4thAveW.pdf

Building Plans = Sub2 building plans_200_4thAveW.pdf

Use this format for each type of second or revised submittal document.