

Electronic File Naming Example for a Small Project

DRAWING INDEX

T1	GENERAL NOTES, SITE PLAN
A1	PROPOSED FLOOR PLANS
A2	ELEVATIONS
A3	WALL SECTION & DETAILS
A4	GARAGE PLANS
M1	MECHANICAL PLANS
E1	ELECTRICAL PLANS AND DIAGRAMS
P1	PLUMBING DIAGRAMS
S1	SHEAR WALLS & LOADING DIAGRAMS

ELECTRONIC FILE NAME

Order	Sheet	Descriptive Sheet Name	Application #	Extension
001	T1	GENERAL NOTES SITE PLAN	101000999	.PDF
002	A1	PROPOSED FLOOR PLANS	101000999	.PDF
003	A2	ELEVATIONS	101000999	.PDF
004	A3	WALL SECTION & DETAILS	101000999	.PDF
005	A4	GARAGE PLANS	101000999	.PDF
006	M1	MECHANICAL PLANS	101000999	.PDF
007	E1	ELECTRICAL PLANS AND DIAGRAMS	101000999	.PDF
008	P1	PLUMBING DIAGRAMS	101000999	.PDF
009	S1	SHEAR WALLS & LOADING DIAGRAMS	101000999	.PDF

Electronic File Naming Example for Inserting an Additional Sheet After Initial Review

If, after the initial review, you need to insert an additional sheet, you should add a one-digit (.1) or two-digit (.01) decimal string to the order number of the sheet that comes immediately before. This will cause the new sheet to appear in the correct order.

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T1	GENERAL NOTES, SITE PLAN
A1	PROPOSED FLOOR PLANS
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A5	GARAGE ELEVATIONS
M1	MECHANICAL PLANS
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001	T1	GENERAL NOTES SITE PLAN	101000999	.PDF
002	A1	PROPOSED FLOOR PLANS	101000999	.PDF
003	A2	ELEVATIONS	101000999	.PDF
004	A3	WALL SECTION & DETAILS	101000999	.PDF
005	A4	GARAGE PLANS	101000999	.PDF
005.1	A5	GARAGE ELEVATIONS	101000999	.PDF
006	M1	MECHANICAL PLANS	101000999	.PDF
007	E1	ELECTRICAL PLANS AND DIAGRAMS	101000999	.PDF
008	P1	PLUMBING DIAGRAMS	101000999	.PDF
009	S1	SHEAR WALLS & LOADING DIAGRAMS	101000999	.PDF

Electronic File Naming Example for a Larger Project

DRAWING INDEX

ELECTRONIC FILE NAME

GENERAL INFORMATION

G0.01	General Information
G0.02	Life Safety Plans
G1.01	Wall Types / Partition Details
G1.02	Wall Assemblies
G1.03	Reference Assemblies
G1.04	Penetration Protection
G2.01	Accessibility Information & Diagrams

ARCHITECTURAL

A1.00	Proposed Site Plan
A1.01	1st Floor Plan
A1.02	2nd Floor Plan
A1.03	Roof Plan
A2.01	Elevations
A2.02	Elevations
A4.01	Wall Sections
A4.02	Wall Details
A5.01	Enlarged Plans & Elevations
A5.02	Enlarged Plans & Elevations
A6.01	Schedules & Notes
A7.01	Reflected Ceiling Plans

STRUCTURAL

S0.01	Structural General Notes
S0.02	Structural Schedules
S1.01	Foundation Plan
S1.02	2nd Floor Framing Plan
S1.02	Roof Framing Plan

MECHANICAL

M0.00	Mechanical Notes and Symbols
M1.00	Mechanical 1st Floor Plan
M1.01	Mechanical 2nd Floor Plan
M1.02	Mechanical Roof Plan
M2.00	Gas Riser Diagram

Order	Sheet	Descriptive Sheet Name	Application #	Extension
001	G0.01	GENERAL INFORMATION	101000999	.PDF
002	G0.02	LIFE SAFETY PLANS	101000999	.PDF
003	G1.01	WALL TYPES PARTITION DETAILS	101000999	.PDF
004	G1.02	WALL ASSEMBLIES	101000999	.PDF
005	G1.03	REFERENCE ASSEMBLIES	101000999	.PDF
006	G1.04	PENETRATION PROTECTION	101000999	.PDF
007	G2.01	ACCESSIBILITY INFO & DIAGRAMS	101000999	.PDF
008	A1.00	PROPOSED SITE PLAN	101000999	.PDF
009	A1.01	1ST FLOOR PLAN	101000999	.PDF
010	A1.02	2ND FLOOR PLAN	101000999	.PDF
011	A1.03	ROOF PLAN	101000999	.PDF
012	A2.01	ELEVATIONS	101000999	.PDF
013	A2.02	ELEVATIONS	101000999	.PDF
014	A4.01	WALL SECTIONS	101000999	.PDF
015	A4.02	WALL DETAILS	101000999	.PDF
016	A5.01	ENLARGED PLANS & ELEVATIONS	101000999	.PDF
017	A5.02	ENLARGED PLANS & ELEVATIONS	101000999	.PDF
018	A6.01	SCHEDULES & NOTES	101000999	.PDF
019	A7.01	REFLECTED CEILING PLANS	101000999	.PDF
020	S0.01	STRUCTURAL GENERAL NOTES	101000999	.PDF
021	S0.02	STRUCTURAL SCHEDULES	101000999	.PDF
022	S1.01	FOUNDATION PLAN	101000999	.PDF
023	S1.02	2ND FLOOR FRAMING PLAN	101000999	.PDF
024	S1.02	ROOF FRAMING PLAN	101000999	.PDF
025	M0.00	MECHANICAL NOTES AND SYMBOLS	101000999	.PDF
026	M1.00	MECHANICAL 1ST FLOOR PLAN	101000999	.PDF
027	M1.01	MECHANICAL 2ND FLOOR PLAN	101000999	.PDF
028	M1.02	MECHANICAL ROOF PLAN	101000999	.PDF
029	M2.00	GAS RISER DIAGRAM	101000999	.PDF