



Electronic Plans Review Process

FILE NAMING EXAMPLES

Drawing Type	Plan Type	Page #	Computer File Name
CIVIL = C	Cover Sheet	0	C000 - COVER
CIVIL = C	Site Layout	1	C001 - SITE LAYOUT
CIVIL = C	"	2	C002 - SITE LAYOUT
CIVIL = C	Drainage/Grading	3	C003 - GRADING
CIVIL = C	"	4	C004 - GRADING
CIVIL = C	"	5	C005 - GRADING
CIVIL = C	Utility	6	C006 - UTILITY
CIVIL = C	Details	7	C007 - DETAILS
CIVIL = C	"	8	C008 - DETAILS
CIVIL = C	Erosion Control	9	C009 - EC
CIVIL = C	Survey	10	C010 - SURVEY
NEW CATEGORY			
LANDSCAPE = L	Landscape	1	L001 - IRRIGATION
LANDSCAPE = L	"	2	L002 - IRRIGATION
LANDSCAPE = L	"	3	L003 - IRRIGATION
NEW SET OF PLANS			
Drawing Type	Plan Type	Page #	Computer File Name
ARCHITECTURAL = A	Cover Sheet	0	A000 - COVER
ARCHITECTURAL = A	Floor Plan	1	A001 - FLOOR PLAN
ARCHITECTURAL = A	"	2	A002 - FLOOR PLAN
ARCHITECTURAL = A	Foundation	3	A003 - FOUNDATION
ARCHITECTURAL = A	Elevations	4	A004 - ELEVATIONS
ARCHITECTURAL = A	Details	5	A005 - DETAILS
ARCHITECTURAL = A	"	6	A006 - DETAILS
NEW CATEGORY			
INTERIOR DESIGN = I	Interior designs	1	I001 - INTDS
INTERIOR DESIGN = I	"	2	I002 - INTDS
NEW CATEGORY			
STRUCTURAL = S	Structure, Shoring, etc	1	S001 - STEEL BLDG
STRUCTURAL = S	Simpson Ties, Strapping	2	S002 - TIE, STRAPE DETAIL
NEW CATEGORY			
PLUMBING = P	Plumbing	1	P001 - PLUMB
NEW CATEGORY			
ELECTRICAL = E	Electric	1	E001 - ELEC
NEW CATEGORY			
MECHANICAL = M	Mechanical	1	M001 - MECH
NEW CATEGORY			
FIRE = F	Fire Protection	1	F001 - FIRE SPRINKLER
FIRE = F	"	2	F002 - FIRE ALARM

These are only examples, your Plan Types and File Names may differ according to your project