

One and Two Family Dwelling File Naming Standards

Residential projects must follow these file naming standards to facilitate rapid recognition and retrieval of files by our Plan Review teams.

1. All drawings must be individual pdf files.
2. Files must be submitted in pdf format and must not be locked. Locked files are not accepted by the system and prohibit our ability to approve the drawing.
3. Each file name should include a two-digit number used to control the sort order of documents during review. The number value in front of the file name ensures the display order. If construction drawings are numbered, it is best to match the sort order to the sheet numbers.
4. All file names must reflect the content of the drawings.
5. If you would like to include the job number, name, or tracking code in the file name, add it at the end of the file name. It makes it difficult for plan reviewers to sort and review your drawings if it's inserted at the beginning of the file name.
6. Documents that are 8 ½ by 11 and are not intended for construction details, such as structural calculations, can be submitted as a multi-page pdf and do not need to include a sort order.
7. Although staff prefer that the site/plot plan includes the location, size and type of stormwater facility/facilities, if a separate stormwater site plan is being provided, submit it as a single drawing.

SUGGESTED FILE NAMES(Sample only. Match sort order to sheet number.)

Sort Order	Documents	Can this be a multi-page pdf file?	Examples
1	Construction Notes	No	01_ConstructionNotes.pdf
2	Site Plan/Plot Plan	No	02_SitePlan.pdf
3	Foundation Plan	No	03_FoundationPlan.pdf
4	First Floor Framing Plan	No	04_FirstFloorFramingPlan.pdf
5	Second Floor Framing Plan	No	05_SecondFloorFramingPlan.pdf
6	Roof Framing Plan	No	06_RoofFramingPlan.pdf
7	Elevations	No	07_Elevations.pdf
8	Sections	No	08_Sections.pdf
9	Details	No	09_Details.pdf
10	Stormwater facility plan	No	10_StormwaterFacilityPlan.pdf
	Structural Calculations	Yes	StrucCalcs.pdf
	Lateral Analysis	Yes	LateralAnalysis.pdf
	Truss Calculations	Yes	TrussCalculations.pdf
	Truss Layout	Yes	TrussLayout.pdf
	Additional Energy Measure	Yes	AddlEnergyMeasure.pdf
When applicable...			
	Operations & Maintenance Packet	Yes	OperationsMaintenance.pdf
	Stormwater Design Sizing	Yes	SWDesignSizing.pdf
	Revocable Permit Packet	Yes	RevocablePermit.pdf
	Lane County Facility Permit	Yes	LaneCoFacilityPermit.pdf

Note: This is not an all-inclusive list and is meant to show common submittals.

All file names on re-submitted documents for both drawings and documents shall remain the same. Please DO NOT "version" or rename files when uploading resubmitted files. Files with this type of naming scheme will be rejected.

Examples of bad file names

- 1.pdf
- 2.pdf
- SmithHouse_SitePlan.pdf
- 3820MillerGarageDetails.pdf
- StructuralDetailsReferenceOnly.pdf