

Online Submittal File Naming Requirements

Each electronic file uploaded as part of an online building permit application should follow the file naming requirements shown in the table below. In the table below, “*Address*” refers to the site address of the proposed construction. If an address is not currently assigned to a property, please contact the Building and Safety Plan Review section to establish the address. A site plan and legal description will be required to establish a new address. **Electronic files that do not meet these requirements will result in a failed prescreen review and will need to be resubmitted with the proper file names.**

Applications & Forms		Electronic File Name	
All Electronic Applications/Forms		<i>Address-form type.pdf</i>	
Examples			
Curb Cut Application		14265CastleDr-CurbCut.pdf	
Neb. Energy Code Certification		14060ConundrumSt-EnergyCert.pdf	
Commercial Plan Sets > 20 Sheets – Multiple eFiles	Page # Prefix	Electronic File Name	Additional Comments
General Plans	G	<i>Address-General-Plans.pdf</i>	General Notes, Cover Sheet, Index Sheet, etc.
Civil Plans	C	<i>Address-Civil-Plans.pdf</i>	Site Plan, Grading, Landscape, Paving, etc.
Erosion Control Plans	ES	<i>Address-ES-Plans.pdf</i>	
Life Safety/Egress Plans	LS	<i>Address-LS-Plans.pdf</i>	
Demolition Plans	D	<i>Address-Demo-Plans.pdf</i>	
Architectural Plans	A	<i>Address-Arch-Plans.pdf</i>	
Structural Plans	S	<i>Address-Struct-Plans.pdf</i>	
Electrical Plans	E	<i>Address-Elec-Plans.pdf</i>	
Plumbing Plans	P	<i>Address-Plbg-Plans.pdf</i>	
Mechanical Plans	M	<i>Address-Mech-Plans.pdf</i>	
Outdoor Lighting Plans	OL	<i>Address-OL-Plans.pdf</i>	
Examples			
Civil Plan Set		14229ShavanoBlvd-Civil-Plans.pdf	
Architectural Plan Set		14155TabeguachePkwy-Arch-Plans.pdf	
Residential and Commercial Plan Sets < 20 Sheets – Single eFile	Sheet # Prefix	Electronic File Name	
Single Electronic File Plan Set	See Above	<i>Address-PlanSet.pdf</i>	
Examples			
Residential Building Permit		14255LongsPeakLn-PlanSet.pdf	
Comm Bldg. Permit < 20 Sheets		14005MtHolyCrossDr-PlanSet.pdf	

All plans must be drawn to scale, and each sheet should indicate what scale was used. When more than one scale is used on a sheet for multiple details, independent graphic scales must accompany each detail.

Each sheet in a plan set must have a space reserved for City approval stamps that measures 4”x4” and is generally located at the lower right corner of each sheet.