



**EPL-B.U.M.L.D**  
BUILDING, UTILITIES, INSPECTIONS, LAND, & DEVELOPMENT

# STANDARD NAMING CONVENTIONS

## How to Name Your Files

- Files should be named according to the permit number and discipline or files' contents of the documents being submitted.
- For example, if submitting Architectural Plans, file name would be BD-YY-XXXXX-PT-R-ARCHITECTURAL. The system will label the file with the corresponding version of submission number. Subsequent submissions will have increased (by one) version numbers.
- If you do not have the permit number yet, you may use the files' contents as the name. For example, "Architectural Plans".

## Examples of File Names

ARBORIST REPORTS	ENVIRONMENTAL RESOURCES
ARCHITECTURAL PLANS	FIRE ALARMS
CIVIL	FIRE PROTECTION
DEMOLITION	FIRE SPRINKLERS
DERM	GENERAL
ELECTRICAL PLANS	HISTORIC PRESERVATION IRRIGATION
ELEVATION CERTIFICATE	LANDSCAPE
ENGINEERING CALCULATIONS	LOW VOLTAGE
NOA PRODUCT APPROVAL	MECHANICAL PLANS
PHOTOMETRICS	NARRATIVE RESPONSES TO COMMENTS
LIFE SAFETY	PHOTOS
PUBLIC WORKS	PLANNING & ZONING
ROOF PERMIT FORMS	PLUMBING PLANS
STRUCTURAL PLANS	SHOP DRAWINGS
SURVEY	TELECOMMUNICATIONS