



## Naming Conventions

For new applications use the following notation for all drawings/documents uploaded:

**Drawing/Document Type – Date (MMM DD YYYY)**

**Ex: Arch – Jan 01 2022**

File Name – descriptor of the documents; see file naming legend

Date – the date the file was updated (from applicant)

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Combining documents:

- a. Keep separate drawing disciplines apart and upload them into their respective 'submittal' (ex. architectural, mechanical, civil, etc.).
- b. Energy documents – keep the respective reports separate but combine additional details (ex. mech. equipment and window/door order, see sample file naming legend).
- c. Documents containing more than one piece of information may be combined into one PDF or left as multiple documents under the applicable submittal if the name is updated (ex. spray foam package includes cover letter, details, installer certificate, etc.)

Sample File Naming Legend		
	Abbreviation	Document(s)
General	BPA	Building Permit Application
	Checklist	Residential or Commercial
	Auth Letter	Authorization Letter
	ISC Title	Certificate of Title and Map
	Heritage App	Heritage Alteration Permit Application
	Submission details	Submission Details Form
	Fee Calc	Permit Fee Calculation Form
	Landscaping	Landscaping Plan
	Site Plan	Site Plan
Res.	Arch	Architectural
(Typ)	Struc	Structural
	Vent Summary	Ventilation Summary of Design
	Truss Layouts	Unstamped layouts for floor and roof trusses
	Truss Shop Drawings	Final Stamped truss designs from the manufacturer
	RPR	Real Property Report
	Rear Lot	Rear Lot Certificate
	9.36 Summary	9.36 Energy Efficiency Compliance Form
	9.36 Prop (Unit #)	Proposed Hot2000 report for the building/that unit number
	9.36 Ref (Unit #)	Reference Hot2000 report for the building/that unit number
	Window Order	Window order from supplier
	Equipment Specs	Furnace, HRV, hot water heater, A/C unit, fireplace
	Spray foam	Spray foam Package (cover letter, details, etc.)
Comm.	Arch	Architectural plans
(Typ)	Struc	Structural engineering plans
	Mech	Mechanical engineering plans
	Elec	Electrical engineering plans
	Civil	Civil engineering plans
	Sprinkler	Fire sprinkler system drawings/plans/reports
	BLDG Analysis	Building code analysis
	Zoning Analysis	Zoning bylaw analysis
	Fire Protection	Fire Alarm system & or Sprinkler plans
	NECB Summary	NECB project Summary
	NECB Prop	NECB proposed report
	NECB Ref	NECB reference report
	NECB Commitment	NECB commitment letter for field review