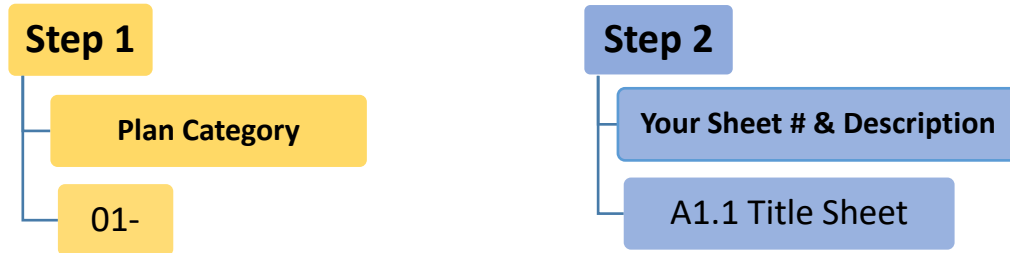# ProjectDox Plan File Naming Convention

Please follow the naming sequence: Plan Category and Your Sheet # & Description. Following the naming convention for Plan Category is mandatory in order to have a successful submittal.

Step 1
- **Plan Category**
  - 01-

Step 2
- **Your Sheet # & Description**
  - A1.1 Title Sheet

Step 1 - Plan Category

The two-digit numbers represent plan category. It differentiates various discipline within a construction document. You must name the file with two-digit numbers and a hyphen (e.g. 01-)

- 00-   Cover page/general notes/ conditions of approval
- 01-   Architectural
- 02-   Structural
- 03-   Title 24 & Green Building Code
- 04-   Civil
- 05-   Electrical
- 06-   Mechanical
- 07-   Plumbing
- 08-   Landscape
- 09-   Others (all other categories not listed above)

Step 2 - Your Sheet # & Description

- After following the City's file naming convention, label with your own sheet numbers and description at the end. (e.g. 01-A1.1 Title Sheet)

- To add an additional sheet between two existing sheets, continue with the same naming convention above and add a period (.) and a number or letter to your sheet number.

For example:	02-S1 New Foundation Plan
	02-S1.1 Existing Foundation Plan or 02-S1.a Existing Foundation Plan
	02-S2 New Roof Plan

- To label a revision, add (REV) and the revision number at the beginning and follow with your previous naming of your approve sheet. (e.g. 01-REV1 A.01 Title Sheet).

* See next page for a sample project.