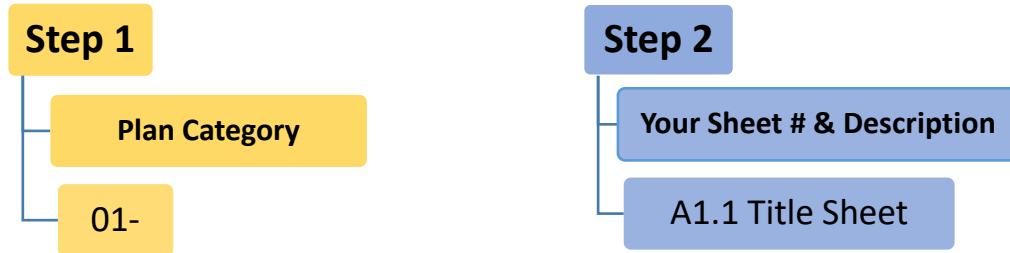




ProjectDox Plan File Naming Convention

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

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.**

Sample Project

00-G-000 Cover Sheet
00-G-001 Accessibility Sheet
00-G-003 Life Safety Plan
00-G-004 Responsibility Schedule
00-G-005 Conditions of Approval

01-A-050 Demolition Floor Plan
01-Rev1 A-050 Demolition Floor Plan
01-A-052 Demolition RCP
01-A-100 Architectural Site Plan
01-A-103 Refuse Enclosure
01-A-104 Order Point Canopy
01-A-201 Floor Plan
01-A-202 Dimensional Control Plan
01-A-203 Concrete Curb Plan
01-A-211 Floor Finish Plan
01-A-221 Reflected Ceiling Plan
01-A-230 Roof Plan
01-A-301 Exterior Elevations
01-A-401 Building Sections
01-A-402 Wall Sections
01-A-501 Exterior Details
01-A-502 Exterior Details
01-A-601 Interior Elevations
01-A-602 Interior Elevations
01-A-620 Interior Details
01-A-621 Interior Details
01-A-701 Restroom Plan and Elevations
01-A-801 Door and Hardware Schedule
01-A-901 Specifications
01-A-902 Specifications
01-A-903 Specifications

02-S0.1 General Notes & Schedules
02-S0.2 General Notes & Schedules
02-S1.1 Foundation Plan
02-S1.1.1 Existing Foundation Plan
02-S1.2 Refuse Enclosure
02-S2.1 Roof Framing Plan
02-S3.1 Construction Details
02-S3.2 Construction Details
02-S4.1 Construction Details

03-G-008 Title 24 Energy Report
03-G-009 Title 24 Energy Report
03-G-005 CalGreen Checklist
03-G-006 CalGreen Checklist
03-G-007 CalGreen Checklist

04-C-000 Title Sheet
04-C-001.1 Alta Survey
04-C-001.2 Alta Survey
04-C-101 Demolition Plan
04-C-200 Site Plan
04-C-200.1 Horizontal Control Plan
04-C-201 Site Construction Notes
04-C-300 Precise Grading Plan
04-C-302 Erosion Control Plan
04-C-304 WQMP BMP Exhibit
04-C-400 Site Details 1
04-C-401 Site Details 2

05-E-101 Schedule and Details
05-E-102 Site Plan and Details
05-E-103 Photometric Plan
05-E-200 Electrical Demo Plan
05-E-201 Lighting Plan
05-E-202 Enlarged Power Plan
05-E-301 Panel Schedule
05-E-302 Single Line Diagram
05-E-401 Electrical Specifications
05-E-501 Title 24 Report

06-M-200 Mechanical Demo Plan
06-M-201 Mechanical Floor Plan
06-M-250 Mechanical Roof Plan
06-M-251 Canopy Control Plan
06-M-301 Hood Details
06-M-401 Mechanical Details & Schedules
06-M-501 HVAC Controls

07-P-100 Plumbing Demolition Plan
07-P-101 Below Slab Plumbing Plan
07-P-211 Beverage Conduit Plan
07-P-221 Slab Rough-In Plan
07-P-250 Roof Plumbing Plan
07-P-303 Plumbing Details
07-P-901 Plumbing Specifications

08-L-100 Landscape Demolition Plan
08-L-101 Landscape Plan

09-K-001 General Notes
09-K-002 Equipment Floor Plan
09-K-601 Electrical Rough-In Elevations
09-K-801 Equipment Schedule
09-F-201 Furniture Floor Plan
09-F-701 Décor Elevations