



Building Safety Division



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ProjectDox Upload Instructions

For New Commercial, Commercial Remodels/Alterations

Use the following file groupings and file naming standards when uploading files to ProjectDox for a commercial permit.

- **Permit Application** – All pages of the application should be combined into a single PDF file. The file name shall be PermitApplication.pdf and upload to the “Supporting Docs” folder within ProjectDox.
- **Architectural, Civil, Electrical, Mechanical, Plumbing, and Structural Plans** – Each page/sheet shall be a single file and upload to the “Drawings” folder within ProjectDox. File naming shall follow the naming standard defined below.
- **Energy Reports** – In most cases four (4) reports are required (Building/Space Envelope, Interior Lighting, Exterior Lighting, and Mechanical). The pages for each report should be combined into a single PDF file. The file names shall be EnvelopeEnergyReport.pdf, InteriorLightingReport.pdf, ExteriorLightingReport.pdf, MechanicalEnergyReport.pdf. These files shall be uploaded to the “Supporting Docs” folder within ProjectDox.
- **File Naming Standards**

File names for drawings submitted for digital plans review shall include the page number and Sheet title

(Example: A1.0 Floor Plans). If any additional information is added to the file name, it shall be placed after the page number and sheet title (Example: **A1.0 Floor plans 221N Elm**).

If revisions are needed, they are to be named exactly the same as the previous plan (Example: Revisions for A1.0 Floor plan shall be named A1.0 Floor plan).

If additional files are needed, the Plans Examiner will provide the naming standard for the additional files.

Drawing Type	Page Number	Sheet Title	Example File Names
Architectural	A1.0	Floor Plan	A1.0 Floor Plan
Structural	S1.0	Foundation plans	S1.0 Foundation Plans
Plumbing	P1.0	Plumbing Plans	P1.0 Plumbing Plans
Mechanical	M1.0	Mechanical Plans	M1.0 Mechanical Plans
Electrical	E1.0	Electrical Plans	E1.0 Electrical Plans
Landscape	L1.0	Landscape Plans	L1.0 Landscape Plans
Civil	C1.0	Civil Plans	C1.0 Civil Plans

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