

# File Naming Civil Documents

## Drawing Index

- C01 - Cover
- C02 - Existing Conditions
- C03 - Site Plan
- C03.1 - Site Plan
- C04 - Grading Plan
- C04.1 - Grading Plan
- C05 - Utility Plan
- C06 - Erosion Control Notes
- C06.1 - Erosion Control Phase 1
- C06.2 - Erosion Control Phase 2
- C06.3 - Erosion Control Phase 3
- C07 - Sanitary Sewer Profiles
- C08 - Storm Drainage Profiles
- C09 - Details
- C09.1 - Details
- C09.1 - Details

## ePs File Uploads

- C01 - Cover
- C02 Existing Conditions
- C03 - C03.1 - Site Plan
- C04 - C04.1 - Grading Plan
- C05 Utility Plan
- C06 - C06.3 - Erosion Control
- C07 - Sanitary Sewer Profiles
- C08 - Storm Drainage Profiles
- C09 - C09.2 - Details



# File Naming Building Documents

## Drawing Index

- A0.1 COVER
- A0.2 COMPLIANCE CERTIFICATES, APPROVALS
- A0.3 UL DESIGNS, UNIT MIX
- A0.4 OUTLINE SPECIFICATIONS
- A0.5 OUTLINE SPECIFICATIONS
- A1.0 ARCHITECTURAL SITE PLAN
- A1.1 FLOOR PLANS - BLDG A, PARTITION TYPES
- A1.2 PLANS AND ELEVATIONS - BLDG B
- SSI-A1.1 STUD AND FOUNDATION PLAN - BLDG A
- SSI-A1.2 FLOOR AND UNIT PLAN - BLDG A
- SSI-A1.3 ROOF FRAMING PLANS - BLDG A
- SSI-A1.4 ROOF SHEETING PLANS - BLDG A
- SSI-A2.1 FRAMING ELEVATIONS - BLDG A
- SSI-A2.2 FRAMING ELEVATIONS - BLDG A
- P1.1 PLUMBING NOTES, LEGEND, SCHEDULES
- P2.1 PLUMBING PLANS - BLDG A
- P2.2 2ND FLOOR FIRE PROTECTION PLAN - BLDG C
- M0.01 MECHANICAL NOTES, LEGEND
- M1.01 MECHANICAL PLAN - BLDG A
- M1.02 1ST FLOOR MECHANICAL PLAN - BLDG C
- M1.03 2ND FLOOR MECHANICAL PLAN - BLDG C
- E0.1 ELECTRICAL NOTES, LEGEND, SCHEDULES
- E.02 OCCUPANCY SENSOR NOTES, DIAGRAMS
- E0.3 PANEL SCHEDULES
- E0.4 ELECTRICAL SITE PLAN
- E0.5 SITE PLAN - PHOTOMETRICS
- E0.6 COMPLIANCE CERTIFICATES

## ePs File Uploads

- 01 COVER
- 02 Architectural
- 03 Structural
- 04 Plumbing
- 05 Mechanical
- 06 Electrical



# Signs

The application must reflect the following:

**Project Information “Name”:** Name needs to be the name on the sign. If more than 1 application for this name- list as Walmart, Walmart “Auto Center”, Walmart “Outdoor Living” etc.

**Property Location:** Must provide a physical address. If no address, list the name of street and must provide a Tax Parcel number. In this case, a site plan must be provided as well to make sure the location matches.

**Owner:** Must be the actual property owners name and address.

**Designer:** Must be the registered sign company information.

**Files** – Must be in pdf format

File Name	Description
Sign Drawing.pdf	Image of the sign with dimensions
Sign Location .pdf	A site plan that shows the location of a <b>monument or ground sign</b>
Property Owners Authorizatou.pdf	contains authorization of the property owner to have the sign installed

