

Building Permitting File Naming Convention

The **initial submittal** of PDF files shall be named as follows:

- Drawing file shall be named **D**
- Structural calculations file shall be named **SC**
- Soils reports file shall be named **SR**
- Outdoor lighting file shall be named **L**
- Truss drawing file shall be named **T**
- Fire Suppression shall be named **FS**
- Fire Alarm shall be named **FA**
- Miscellaneous documentation not listed above shall be named **M**
 - Manual J/S
 - Manufacturer's specifications
 - Hood Suppression

Note: each type of submittal must be combined into one file. For example, do not submit individual files for each page of the drawings.

Subsequent submittals shall be prefaced by the Town of Sahuarita's assigned permit number, followed by the drawing designation letter and the re-submittal number. Examples for permit number SAH2300230:

- 2nd submittal drawing file shall be named SAH2300230D2
- 3rd submittal structural calculations file shall be named SAH2300230SC3

Revisions shall be treated as independent submittals and the approved revision documentation shall only include changes from the originally approved set. File naming convention for revisions employ the original file name followed by a dash and then the revision number. For example, submittal 1 of revision 1 of a drawing set would be named SAH2300230D1-REV1. Submittal 2 of the same file would be SAH2300230D2-REV1, etc.

Approved Documents shall be uploaded to Accela and available for download once all fees have been paid. The documents will retain the same naming convention with the word "Approved" in front of the document name. Below are examples of approved document names.

- Approved SAH2300230D2
- Approved SAH2300230SC