

File Naming Standards – Building Plans (Residential & Commercial)

Filenames for drawings submitted through Beverly Hills Electronic Review should include the first character(s) of the discipline name, followed by a 3-digit sheet number and drawing type. File names for both drawings and documents shall remain the same for all submittals. Please do not version files when uploading resubmitted files.

- **Discipline** – First character(s) in the file name represents the discipline area followed by the page number and type of drawing, i.e. A002 – Elevations. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.
- **Sheet Number** – Must be a 3 digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. P001.99

Drawing Type	Discipline	Character	Sheet Number	Example File Names
Architectural	ARCHITECTURAL			
Cover Sheet	ARCHITECTURAL	A	A0.1	A000-1 COVER
Floor Plan	ARCHITECTURAL	A	A1	A001 – FLOOR PLAN
Foundation	ARCHITECTURAL	A	A2	A002 - FDN
Elevations (Exterior)	ARCHITECTURAL	A	A4 - A999	A004 - ELEV
Details	ARCHITECTURAL	A	A6 - A999	A006 - DETAILS
Interior Design	INTERIOR DESIGN	ID	ID1 - ID999	ID001 – INTDGN
Structural – All (Structural and related plans including details)	STRUCTURAL	S	S1 – S999	S001 – STEEL BLDG
Civil	CIVIL	C	C1 - C99	C009 - CIVIL
General Notes	GENERAL NOTES	GN	GN1 - GN99	GN1 NOTES
Plumbing	PLUMBING	P	P1 - P999	P001 - PLUMB
Electrical	ELECTRIC	E	E1 - E999	E001 - ELEC
Mechanical	MECHANICAL	M	M1 - M999	M001 - MECH
Landscape	LANDSCAPE	L	L1 - L999	L001 – IRRIG
Survey	SURVEY	SVY	SVY1 - SVY999	SVY008 - SURVEY
Shoring	SHORING	SHR	SHR1 - SHR999	SHR001 - SHORING
Fire Protection	FIRE			
Fire Alarm	FIRE	FA	FA1-FA999	FA005 - ALARM
Fire Sprinkler	FIRE	FS	FS1-FS999	FS003 - SPRINKLER
Energy (Title 24)	ENERGY	EN	EN1-EN99	EN001 - ENERGY

File Naming Standards – Development Plans

Filenames for drawings submitted through ePlans Review should include the first character(s) of the discipline name, followed by a 3-digit sheet number and drawing type. File names for both drawings and documents shall remain the same for all submittals. Please do not version files when uploading resubmitted files.

- **Discipline** – First character in the file name represents the discipline area followed by the page number and type of drawing, i.e. C002 – Site Layout. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.

- **Sheet Number** – Must be a 3 digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. P001.99

Drawing Type	Discipline	Sheet Number	Recommended File Name
Civil	CIVIL	001-999	
Cover	CIVIL	C1	C001 – COVER SHEET
Site Layout	CIVIL	C2	C002 – SITE PLAN
Drainage/Grading Plan	CIVIL	C3	COO3 –GRADING
Utility Plan	CIVIL	C4	C004 – UTILITY
Details	CIVIL	C5	C005 - DETAILS
Erosion Control	CIVIL	C6	C006 – EC
Landscape	CIVIL	C7	C007 - LANDSCAPE
Survey	SURVEY	SVY 001-999	S001 - SURVEY
Landscape Plan	LANDSCAPE	001-999	L001– IRRIGATION

File Type Standards

Supporting files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG, or BMP. Please submit searchable PDF files for calculations, reports and other supporting documentation (non-drawing files).

Only DWG, DWF, DGN, DXF or vector PDF files will be accepted for drawings. AutoCAD software is commonly used to create drawing files. If PDF is the preferred file type, it is recommended that drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter “DWG to PDF.pc3 plotter driver.”

If drawings are electrical, mechanical, plumbing/gas, etc, confirm that only the trade lines are dark by changing the background to gray scale prior to saving as a vector PDF file.

Licensed Professional Electronic Signatures

- All drawings to be uploaded must contain an electronic seal and signature.

Upload Folder Structure

- All documentation (any non-drawing files, truss calculations, geotechnical reports, etc.) should be uploaded into the “Documents” folder for each project.
- All drawings should be uploaded to the “Drawings” folder for each project.
 - The Site layout for building plans should be uploaded into the drawings folder.

