STANDARD NAMING CONVENTION FOR DRAWINGS & DOCUMENTS

The Seminole Tribe of Florida requires specific **file names** for documents and drawings uploaded into **ePlan Review**. Improperly named files may be returned and require correction prior to passing Prescreen. Each document or drawing must meet the basic file requirements for that file type, and the files must be named using the Discipline and Document / Drawing Name.

BASIC FILE REQUIREMENTS
All **documents** and **drawings** must meet the basic file requirements:

1. PDF files only. Should not be encrypted or password protected.
2. Orientation: Landscape or Portrait will be accepted for documents.
3. File names should be:
   - All uppercase (capital) letters.
   - Dashes are required after the designator in PDF file names.
   - No spaces in file names.
   - File names must not contain special characters, such as asterisks, parenthesis, periods, or question marks.
4. Document and Drawing uploads must begin with the **Discipline Designator** followed by a **"-"** and an accurate description of the document or drawing set**.** For example, **APP-ELECTRICAL** or **NOA-HRWINDOWS**.
5. Drawing Designators should be used one time since the file should contain the entire drawing set for that designator (MECH-MECHPLANS, FA-FIREALARMPLANS, ARCH-ARCHITECTURALPLANS, LV-CCTVPLANS). Document Designators may be used multiple times since there are often multiple documents under one designator. For example, a project may have multiple product approvals. Each product approval must be a separate file (NOA-SHWINDOWS, NOA-SHDOOR, etc.).
6. A document can have multiple pages per file, but files should not be combined.
7. Maximum size per file: 1 GB
8. How to revise a document when making corrections:
   - Correct the page(s) and resubmit the **entire** document or drawing set with the **originally uploaded PDF file name**. (**DO NOT SUBMIT ONLY THE CORRECTED SHEETS/PAGES**)
9. How to submit a new or revised document or drawing after the first submission:
   - For New Documents or Drawings: Add the file to Attachments using the Standard Naming Convention as referenced below.
   - For Revised Documents or Drawings: Follow the instructions in (8) and add the file to Attachments.

DISCIPLINE DESIGNATOR	EXPLANATION	DISCIPLINE DESIGNATOR	EXPLANATION
APP-	Permit Applications	**ARCH-**	Architectural Plans
MDOC-	Mechanical Documents & Specifications	**MECH-**	Mechanical Plans
EDOC-	Electrical Documents & Specifications	**ELEC-**	Electrical Plans
PDOC-	Plumbing Documents & Specifications	**PLUM-**	Plumbing Plans
ROOF-	Roofing Application & Supporting Docs	**STRU-**	Structural Plans
NOA-	NOA / Product Approvals	**SSP-**	Survey / Site Plan
ENG-	Engineering Calculations & Reports	**CIV-**	Civil / Sitework Plans
ENER-	Energy Calculations	**LAND-**	Landscaping Plans
FAD-	Fire Alarm Product Specifications	**IRR-**	Irrigation Plans
FSPD-	Fire Sprinkler Product Specifications	**ELEV-**	Elevator Plans

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DISCIPLINE DESIGNATOR	EXPLANATION	DISCIPLINE DESIGNATOR	EXPLANATION
PHO-	Photos and Renderings	LV-	Low Voltage Plans
PPD-	Private Provider Documents	FG-	Fuel/Gas Plans
NARR-	Narrative – Review Responses	FA-	Fire Alarm Plans
OTDC-	Other Documents Not Categorized	FSP-	Fire Sprinkler Plans
		HDSP-	Hood/Suppression Plans
		WC-	Walk In Cooler Plans
		SIGN-	Sign Plans
		POOL-	Pool/Spa/Fountain Plans
		TRUS-	Truss Drawings/Engineering
		SHOP-	Shop Drawings
		OTPL-	Other Plans Not Categorized