

PLANS AND DOCUMENTATION FILE NAMING FACT SHEET

In response to our customer's feedback and request for simplifications of requirements for file naming, Orange County has developed a simplified system for naming files.



QUICK FACTS FOR ALL UPLOADED FILES

- Files must be in PDF format. *Only PDF files are accepted.*
- File names must not exceed 40 characters.
- Use dashes to separate words in the file name or push the words together. Do not leave blank spaces or use special characters such as commas, percentage, ampersands, etc.

QUICK FACTS FOR PLAN FILES

- Files may be in portrait or landscape and must be uploaded in their correct orientation.
- Only one page per file is allowed. Files must not contain layers.
- File names shall first include Design Professional's sheet number, then a brief description.
Example: **A1.1-First-Floor-Plan.pdf** (Updated requirement)
- A site plan must be included in Residential and Commercial building permit applications for site work, new construction or additions. This file must contain the words *site plan*, *plot plan* or *survey*. Example: **A1-Plot-plan.pdf**
- If more than 30 files are uploaded, an index sheet is required and must be uploaded. The file name for the index sheet must contain the word *index*. Example: **my-project-index.pdf**

The biggest change is that files must now be named starting with the sheet number assigned by the design professional, then a short description of that sheet's content. If the design professional assigned the number A 5.13 to the sheet containing the third-floor plan the sheet should be named **A5.13-Third-Floor-Plan.pdf**.

QUICK FACTS FOR PROJECT DOCUMENTATION

- Files must be in portrait orientation, multiple pages per file is allowed.
- File names must begin with **PD-** in order to identify that these files are project documentation and not design files. After the prefix, add a short description of the file such as, *energy-calc*s. For this example, you would save the file as **PD-Energy-Calc**s.pdf.

For more information about file requirements and permit application and plans submittal training, please visit FastTrack.ocfl.net and click on the [User Guide](#) icon.