

# File Plan Naming Standards for EDR

## EDR Applicant Users Guide

When preparing your plan sheets for an Electronic Document Review (EDR) submittal, please follow the file naming structure shown below. All file names will begin with a letter(s) designation followed by two numbers. **Example:** Architectural drawings would be designated as A01 through A99.

**Exception:** The applicant's cover sheet must always start with the number 0 (zero) followed by the letters cs (cover sheet) and then a number: 0cs1, 0cs2, etc. Using the number 0 (zer0) will ensure that your cover sheet will always be alphabetically on top of the list in EDR.

Cover sheet index/legend for your plan set shall be labeled to these standards, in addition to each sheet of your plans. Each set of your supporting documents will be a separate file and must be clearly named.

**Example:** Z01 COMcheck Building Envelope  
Z02 Retaining Wall Calculations

Resubmitted plan sheets shall designate R behind the sheet title and include the revision date. **Example:** Original sheet titled **A01** and revised sheet titled **A01R\_1\_12\_14**. For DRC Electronic Document Review (EDR) submittal requirements reference [Electronic Document Review Submittal Requirements](#).

We have referenced a standard naming practice for construction plan sets. **Plan set shall have the legend or table of contents hyperlinked to each section/sheet listed.**

Abbreviation	Definition	Examples
Ocs	Your Cover Sheet(s)	Ocs1, Ocs2, etc. (zerocs1)
A	Architectural Drawing	A01, A02, etc.
C	Civil Engineering & Site Work	C01, C02, etc.
D	Demolition Drawings	D01, D02, etc.
Dt	Details	Dt01, Dt02, etc.
E	Electrical Drawings	E01, E02, etc.
Eq	Equipment Plan	Eq01, Eq02, etc.
F	Fire (Fire Protection) Drawings	F01, F02, etc.
G	Grading Plans	G01, G02, etc.
Gen	General Project Requirements	Gen01, Gen02, etc.
H	Hazardous Materials	H01, H02, etc.
I	Interior Plans	I01, I02, etc.
Irr	Irrigation Plans	I01, I02, etc.
L	Landscape Plans	L01, L02, etc.
M	Mechanical Plans	M01, M02, etc.
P	Plumbing Drawings	P01, P02 etc.
PI	Plant Drawings	PI01, PI02, etc
S	Structural Drawings	S01, S02, etc.
Sec	Section Drawings	Sec01, Sec02, etc.
SP	Site Plan (plot plan)	SP1, SP2, etc.
T	Telecommunications Plan	T01, T02, etc.
X	Existing Plan	X01, X02, etc.
W	Water Plan	W01, W02, etc.
Z	Supporting Documents	Z01 Name of Document, Z02 Name of Document, etc.