



## Electronic File Naming Format

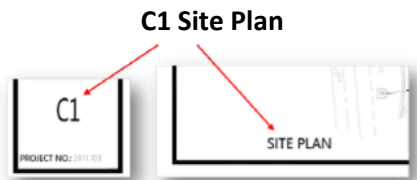
When preparing to upload your drawings / plan pages to the ePlan system, please follow the file naming structure shown below:

The first part of the file name will be any alphanumeric number you have assigned to each page.  
 Example: L1 Landscaping, E1 Electrical, etc.

The second part of the file name will be the title that you have given each sheet. Example: Building Elevation Detail, Electrical Riser, Site Lighting, Foundation, etc.

See below for a sample of sheet names using your individual alpha-numeric sheet # and sheet titles:

Your Alpha-Numeric Sheet #	Your Sheet Title
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**TIP!** Use the same name format to insert a revised plan page into the existing plans in the order you wish it to appear.

Example: C1 Site Plan (Original); S1 Site Plan (1) = (Revised/Correction)

**NOTE:** Only Drawings need Page Numbers in the file name. See next page for Applications and Document names.

**PLANS: PLANS MUST BE SAVED AS AN INDIVIDUAL PDF FILE.**

**APPLICATIONS: EACH APPLICATION TYPE MUST BE SAVED AS MULTIPAGE PDF FILE**

Building Application	<b>APP BL</b>	Irrigation	<b>APP PL IRR</b>
Roof	<b>APP BL ROOF</b>	Fire Sprinkler	<b>APP PL FS</b>
Fence	<b>APP BL FENCE</b>	Gas	<b>APP PL GAS</b>
Electrical Application	<b>APP EL</b>	Site drainage	<b>APP PL SITE DR</b>
Low Voltage Phone	<b>APP EL PHONE</b>	Mechanical	<b>APP MECH</b>
Security	<b>APP EL SEC</b>	Hood	<b>APP MECH HOOD</b>
Data	<b>APP EL DATA</b>	Fire Plan	<b>APP FIRE</b>
Engineering App.	<b>APP ENG</b>	Review	<b>REV</b>



## CITY OF HALLANDALE BEACH

BUILDING INSPECTIONS DIVISION

400 South Federal Highway

Hallandale Beach, FL 33009

Office 954-457-2220 ● Fax 954-457-1343

Plumbing Application	<b>APP PL</b>		
Transportation Concurrency Application	<b>BC-TCA</b>	Notice of Commencement	<b>NOC</b>
Fire Sprinkler Calcs	<b>FS CALCS</b>	Survey	<b>SURVEY</b>
Product Approvals	<b>NOA Shutters</b>	Fire Alarm	<b>CUT FA SHEETS</b>
	<b>NOA Doors</b>	cut sheets	
	<b>NOA Windows</b>		
Truss Drawings	<b>TRUSS DWGS</b>		
Energy Calculations	<b>EN CALCS</b>		