



Electronic File Naming Format

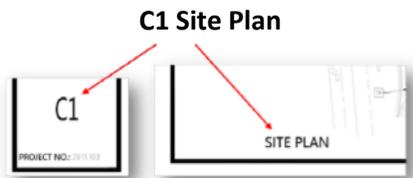
When preparing to upload your drawings / plan pages to the ePlan system, please follow the file naming structure shown below:

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



CITY OF HALLANDALE BEACH

BUILDING INSPECTIONS DIVISION

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