



Electronic Plan Review Naming Conventions QUICK START GUIDE

This quick start guide is intended to get you started naming documents for electronic plan review submittal. It does not include examples of every supporting document required for submittal.

For a more detailed explanation of permit types and submittal requirements see:

- [BLD-3045](#) Electronic Plan Review Naming Conventions for Residential Construction permits
- [BLD-3046](#) Electronic Plan Review Naming Conventions for Commercial Construction permits
- [BLD-2001](#) Submittal Requirements for Construction permits

PermitSLO will add the version of the document you are uploading. We require uploaded documents to be names as follows: **NAME OF DOCUMENT - PERMIT NUMBER**

Here are examples of appropriate Naming Conventions for Residential permits:

Plans-RBLD2023-000xx	Water will serve-RBLD2023-00XXX
Structural Calcs-RALT2023-00XXX	TRUSS CALCS-RBLD2023-000XX
Consent of owner-RALT2023-00XXX	Site plan-RDMO2023-000XX

Here are examples of appropriate Naming Conventions for Commercial permits:

Architectural plans-CBLD2023-000XX	TITLE 24-CCTI2023-000XX
STRUCTURAL PLANS-CALT2023-000XX	Asbestos Letter-CDMO2023-000XX
T24 ENERGY-CBLD2023-000XX	Project manuals-CCTI2023-000XX
MEP Plans-CBLD2023-000XX	
Soils Report-CBLD2023-000XX	

The following are examples of commonly incorrectly labeled uploaded items. We would reject these because there is no way to easily know the document type. These examples would be rejected and may cause a delay in processing your permit.

INCORRECT LABEL	UPLOAD TYPE	TYPE OF DOCUMENT	CORRECT LABEL
Hollinger Place ADU	Supporting Document	Water will serve	Water will serve-RBLD2022-000xx
1051 Main street-R7RGM	Supporting Document	Plans for shed	Plans-RBLD2023-000XX
Generator 10G45R3	Plans	Generator Spec Sheets	Spec Sheets-CALT2023-000XX
Scan2023040211578	Plans	Truss Calcs	Truss Calcs-RBLD2023-000XX
Omni 4-Lee job 24078	Supporting Document	Photovoltaic Plans	Plans-RENW2023-000XX