

# Weston Electronic File Naming Conventions

The following naming conventions should be used when uploading documents online for building permit submittals. All files need to be in **Adobe Acrobat PDF** format.

## Submittal Log (Required ONLY for Permits Applied Prior to 04/12/21)

When uploading documents (per occurrence), please provide a one-page transmittal/index sheet indicating each item you are submitting.

Example:

Transmittal Form			
Our Ref	:		Date 1/1/2020
To	Building Department		
Attention			
Project	Permit No. B20-00000		
Subject	Submittal Log		
S/N	Description	Qty	Remarks
	Building Application		
	Electrical Application		
	Drawings	5	CVR.A1.A2.E1.M1
	Window Product Approval(s)	3	2 SH, 1 fixed
	Special Inspector Report		
	NOC		
	Heat Loads		10 pages

## Applications

- |   |                         |
|---|-------------------------|
| Building Application                        | APP B                   |
| Electric Application                        | APP E                   |
| Electrical LV Access Control Application    | APP E LV Access Control |
| Electrical LV Fire Alarm Wiring Application | APP E LV FA Wiring      |
| Electrical LV Phone and Data Application    | APP E LV Phone and Data |
| Engineering Application                     | APP ENG                 |
| Fire Alarm Application                      | APP FA                  |
| Fire Alarm Smoke Detector                   | APP FA Smoke Detector   |
| Fire Building Application                   | APP FB                  |

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## Applications Cont.

Fire Building Access Control	APP FB Access Control
Fire Suppression Application	APP FS
Mechanical Application	APP M
Mechanical Hood Application	APP M Hood
Plumbing Application	APP P
Plumbing Gas Application	APP PG
Plumbing Irrigation Application	APP PI
Roof Application	APP R

## Documents

Contract	Contract
Change of General Contractor	Change of GC
Change of Sub Contractor	Change of Sub
Early Start Request	Early Start
Elevation Certificate	Elevation Certificate
Energy Forms	Energy Calcs, Heat Loads, Blower Door
Fire Alarm Info.	FA
Fire Sprinkler Info.	FS
Notice of Commencement	NOC
Owner/Builder Affidavit	OB
Power of Attorney	POA
Product Approvals	Product Approval (One file for all PA's)
	<ul style="list-style-type: none"><li>• Unless deferred submittals</li></ul>
Response to Plan Review Comments	Response Narrative
Roof Supplemental and Mitigation Packets	Roof Info
Special Inspector Reports, Supplemental Reports	Special Inspector Report, Inspection Report (Type)
Shop Drawings	Shop Drawings (Type)
Submittal Log	Submittal Log
Survey	Survey
Swimming Pool Safety Act	Safety Act
TCO, CO Request	TCO Request, CO Request
Truss Engineering Shop Drawings	Truss Engineering
Window/Door Information Sheet	Win-Door-Info-Sheet