File Naming Convention
Required file name format for upload to E-Plan Review System

Required - Prefix			=	Applicant File Name
Print Order (four digits)	**-**	**Discipline Code**	**=**	***Applicant File Name Must Include Sheet Number and Title***
This sequential numbering of the files (provided by the applicant) will be used to compile all files into a single set later in the process. Assign a unique four digit number for each sheet. Numbers should be assigned in a sequential order that allows all files to be sorted by file name into the same order presented on the sheet index of the cover page. Use one numbering system for all sheets in the entire set (including site plans). Do not repeat any sequential numbers. If a file is added to the set after sequential numbers have been initially assigned, a single sequential letter can be appended to the new file after a four digit number (0005a for example will be compiled after 0005 and before 0006.) Adding a letter is for convenience but should not be a standard practice during the initial numbering.	Separate Print Order from Discipline Code with a dash and a space on both sides of the dash " - "	Assign the most appropriate discipline name to each from the list provided below. If more than one discipline is included on a sheet, use multiple letters separated by a period ".". For example: If Mechanical, Electrical and Plumbing are all shown on one sheet the Discipline Code would be "M.E.P"	Separate Discipline Code from File Name with with an equal sign and a space on both sides of the equal sign " = "	After the required prefix, include an Applicant File Name that identifies the content of the file. In most cases, this will be the name of the file your company (or your design professional) uses by default. A specific format for the presentation for Applicant File Names is not required as many designers use naming conventions specific to their company. Some companies include codes (contract number or permit number, for example) in the File Name - additional information may be included in the Applicant File Name. The Applicant File Name **MUST include the Sheet Number and Sheet Title as identified on the sheet index on the cover sheet**. Some examples of acceptable Applicant File Names include: 20933-A-000 - Cover Sheet COM2012-1234 - S.12.A - Structural Details P03 Plubming Layout - Third Floor C-2 - Existing Conditions and Demolition Plan The following characters are **NOT ALLOWED** in Applicant File Names **\ / : * ? " < > |**

City of Baltimore - Discipline Codes	
General Information and Cover Sheet	G
Architectural	A
Structural	S
Plumbing	P
Electrical	E
Mechanical	M
Telecommunications	T
Fire/Saftey	F
Civil	C
Any Other Disciplines	X

File Naming Convention

Illustrative Examples

Required Prefix Example	Full Name Examples

INDEX OF DRAWINGS

Required Prefix | **File Name and Number**

SHEET NO: DRAWING NAME

0002 - R -
0003 - R -
0004 - R -
0005 - R -

GENERAL
G1.01 REFERENCES, STANDARDS & DRAWING INDEX
G1.02 PLAT PLAN + ZONING APPROVALS & INFORMATION
G1.03 BUILDING CODE INFORMATION

0006 - R -
0007 - R -
0008 - R -
0009 - R -

G1.04 ATRIUM SMOKE EVACUATION SYSTEM DIAGRAMS

G2.01 ACADEMIC BLDG GRND FLR ACOUSTIC WALL TYPES
G2.02 ACADEMIC BLDG FIRST FLR ACOUSTIC WALL TYPES
G2.03 ACADEMIC BLDG 2ND FLR ACOUSTIC WALL TYPES
G2.04 ACADEMIC BLDG 3RD FLR ACOUSTIC WALL TYPES
G2.05 CAFETERIA/PKG FIRST FLR ACOUSTIC WALL TYPES
G2.06 VPAC 1 FIRST FLR ACOUSTIC WALL TYPES
G2.07 VPAC 1 2ND FLR ACOUSTIC WALL TYPES
G2.08 VPAC 2 GROUND FLR ACOUSTIC WALL TYPES
G2.09 VPAC 2 FIRST FLR ACOUSTIC WALL TYPES
G2.10 VPAC 2 2ND FLR ACOUSTIC WALL TYPES

0015 - C -
0016 - C -

CIVIL
C-SD-1 EXISTING CONDITIONS PLAN
C-SD-2 SITE IMPROVEMENT PLAN
C-SD-3 STORMWATER MANAGEMENT CONCEPT PLAN

ARCHITECTURAL DEMOLITION
AD1.00 DEMOLITION TUNNEL LEVEL REFERENCE PLAN
AD1.01 DEMOLITION GROUND FLOOR REFERENCE PLAN
AD1.02 DEMOLITION FIRST FLOOR REFERENCE PLAN
AD1.03 DEMOLITION SECOND FLOOR REFERENCE PLAN

0022 - A -
0023 - A -

AD1.04 DEMOLITION THIRD FLOOR REFERENCE PLAN
AD1.05 DEMOLITION ROOF REFERENCE PLAN

0035 - S -

STRUCTURAL
S1.01 GENERAL NOTES

0036 – S -
0037 – S -

S2.01 *ATHLETIC CTR - FDN & TUNNEL FRAMING PLAN
S2.02 *ATHLETIC CTR - GROUND FLOOR FRAMING PLAN
S2.03 *ATHLETIC CTR - FIRST FLOOR FRAMING PLAN
S2.04 *ATHLETIC CTR - 2nd FLR & LOW ROOF FRAMING PLN
S2.05 *ATHLETIC CTR - HIGH ROOF FRAMING PLAN
S2.06 FRAMING PLAN
S2.07 FIELD LOCKER RM - GROUND FLOOR FRAMING PLAN
S2.08 FIELD LOCKER RM - ROOF FRAMING PLAN
S2.09 ACADEMIC BLDG - FDN & TUNNEL FRAMING PLAN

0053 - X -
0054 – X -

FOOD SERVICES
K-1.1 KITCHEN EQUIPMENT PLAN
K-1.2 CONCESSIONS EQUIP PLAN & EQUIP SCHEDULE

0055 – X -

K-2.1 ELECTRICAL & PLUMBING ROUGH-IN SCHEDULES

0056 - M -

MECHANICAL
M1.01 MECHANICAL SYMBOLS AND DETAILS

Full Name Examples

REQUIRED PREFIX — **APPLICANT FILE NAME** *(File Name formats may vary)*

MUST INCLUDE SHEET NUMBER AND NAME PER SHEET INDEX

MAY ALSO INCLUDE OTHER INFORMATION PER DESIGNER'S DESIRED FILE NAMING CONVENTION

PRINT ORDER | DISCIPLINE CODE

0000 - G = A01 - COV - TITLE SHEET

File will be placed before all other files when entire set is compiled and returned for signature

Discipline Code of "G" indicates that this file is general information or a cover sheet.

Sheet Number and Name (Corresponds to Sheet Index)

REQUIRED PREFIX — **APPLICANT FILE NAME** *(File Name formats may vary)*

MUST INCLUDE SHEET NUMBER AND NAME PER SHEET INDEX

MAY ALSO INCLUDE OTHER INFORMATION PER DESIGNER'S DESIRED FILE NAMING CONVENTION

PRINT ORDER | DISCIPLINE CODE

0034a - S = ST.003.B - STRUCTURAL DETAILS

File will be placed after 0034 and before 0035 when entire set is compiled and returned for signature

Indicates that this file has design information relevant to Structural (S) disciplines

Sheet Number and Name (Corresponds to Sheet Index)

REQUIRED PREFIX — **APPLICANT FILE NAME** *(File Name formats may vary)*

MUST INCLUDE SHEET NUMBER AND NAME PER SHEET INDEX

MAY ALSO INCLUDE OTHER INFORMATION PER DESIGNER'S DESIRED FILE NAMING CONVENTION

PRINT ORDER | DISCIPLINE CODE

0014 - A.S = 12348_A.05.1_FLOOR PLAN

File will be placed after 0013 and before 0015 when entire set is compiled and returned for signature

Indicates that this file has design information relevant to Architectural (A) AND Structural (S) disciplines

A number assigned by architect to help identify project internally - will be ignored by reviewers

Sheet Number and Name (Corresponds to Sheet Index)