

PUBLIC WORKS - FILE NAMING CONVENTIONS

The Public Works Department requires you to correctly format and name your documents, drawings, and plans for uploading into SJePlans for the plan review process. Improperly named files will be returned to the applicant for correction.

- **Page 1 - File requirements for documents**
- **Page 2 - File requirements for drawings**

Submittal Instructions - Refer to the submittal instructions and checklists on each Public Works application form, found at www.sanjoseca.gov/DevResources.

Inspections & Plan Size Note - During inspections you must provide the City Inspector with copies of the plans at the same size as was submitted to SJePlans; otherwise, inspection may not pass. At SJePlans, view the "Current Project: All Files Report" for original file sizes and orientation.

See www.bit.ly/SJePlans for help and information, including the [SJePlans User Guide](#) and [FAQs](#).

FILE REQUIREMENTS FOR DOCUMENTS

1. **Save files as PDFs.** Do not encrypt or password-protect.
2. **Orientation:** Landscape or Portrait is acceptable.
3. **Upload an Index Page** of all documents provided.
Update the Index Page with each resubmittal.
4. **File Names Guidance:**
 - Should use all uppercase letters.
 - Dash are acceptable in the name
Example: 01-SOILS-REPORT.pdf
 - Do not use asterisks, parentheses, question marks or other special characters.
 - Do not use excessive file names. The name of the file should be simple and to the point. The system does have character limits so excessive file names for new and versioned files may not publish within the system
5. **Maximum size per file:** 100 MB
6. **How to submit a revised document:**
Correct the file and **use the original file name** to resubmit the entire document. SJePlans will automatically version the revised file.
7. **How to submit a new document after first submittal:**
Add the new document to the Documents folder in SJePlans and name it so it is easily identifiable.
Example: A supplemental soils report is being uploaded. The new document could be named as SUPPLEMENTAL SOILS REPORT.pdf

FILE REQUIREMENTS FOR DRAWINGS

1. **Save files as PDFs.** Do not encrypt or password-protect.
2. **Flatten the PDF.** Do not include any CAD data layers.
3. **Orientation:** Landscape only
4. **Maximum file size:** 10 MB
5. **Drawing size and scale:**
 - Maps: 18" x 26"
 - Plans: 24" x 36"
 - Small Cells: 11" x 17"
 - Public Utility Plans: 8.5" x 11"; 11" x 17" or 24" x 36"
 - Include an engineering scale, e.g., 1" = 10', 1" = 30' and drawings must be scalable at that scale
6. **Drawing Uploads Must Begin with an Index.** Name it: 000-XX-IDX.pdf where XX is the Permit Type (see table).
7. **Drawing file names must use:**
 - All uppercase letters.
 - Do not use asterisks, parentheses, question marks, or other special characters.
 - Use a dash with no spaces to separate the drawing number, permit type, and plan sheet type.
Example: 012-GR-SG.pdf
 - Number 000 for the index and start the numbering of drawings beginning at 001. The numbers must not reset when switching plan sheet type.
Example: If switching from Street Improvement (SI) to Details (DT), the sheets go from 012-IP-SI to 013-IP-DT.
8. **How to revise a drawing:**
Correct the drawing sheet and resubmit it **using the original file name**. SJePlans will automatically version the revised file.
9. **How to insert new drawing sheets between two existing sheets:** Use the next available alphabetical letter in the names of the new sheets.
Example: For inserting two new sheets between 001-IP-SI.pdf and 002-IP-SI.pdf, the first new page will be 002A-IP-SI.pdf and the second new page will be 002B-IP-SI.pdf.

PERMIT TYPE DESIGNATORS

DW-	DRIVEWAY PERMIT
GC-	GEOLOGIC CLEARANCE
GR-	GRADING PERMIT
IP-	PUBLIC IMPROVEMENT PERMIT
JT-	JOINT TRENCH / PRIVATE UTILITY PERMIT
PM-	PARCEL MAP
PS-	PRIVATE STREET PERMIT
RV-	REVOCABLE ENCROACHMENT PERMIT
SD-	SPECIAL DISTRICTS
SL-	SEWER / STORM LATERAL PERMIT
SV-	STREET / EASEMENT VACATION
TR-	TRACT MAP
UT-	PUBLIC COMPANY UTILITY PERMIT

PLAN SHEET TYPE DESIGNATORS

IDX	INDEX OF PLAN SHEETS
CS	COVER SHEET
C3	STORMWATER CONTROL PLAN
DM	DEMOLITION PLAN
DT	DETAILS*
EC	EROSION CONTROL PLAN
HC	HORIZONTAL CONTROL
LS	LANDSCAPE PLANS
MS	MAP SHEET
NT	NOTES
PL	PLUMBING (FOR STORM/SUMP PUMP PLANS)
SC	SMALL CELL PLAN
ST	STRUCTURAL PLAN
SG	SITE GRADING PLAN
SI	STREET IMPROVEMENTS PLAN (may contain utility profiles)
SL	STREETLIGHTING PLAN
SP	SITE PLAN
SS	SIGNING/STRIPING/STREETLIGHTING PLAN
TS	TRAFFIC SIGNAL
UP	UTILITY PLAN
XS	CROSS-SECTIONS PLAN*

* Sheets containing both details and cross-sections should use the DT designator.

NAMING FORMULA

To name drawings, use this formula:

Drawing #-Permit Type-Plan Sheet Type

insert dash with no spaces

Example:

individual drawing sheet # | *permit type* | *plan sheet type*

015-IP-SI.pdf