

PLANNING DIVISION - FILE NAMING CONVENTIONS

You must 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 - Document file requirements**
- **Page 2 - Drawings/Plan Set file requirements**

Submittal Instructions - View the "What to Submit" and "How to Submit" instructions and checklists on each Planning application form, found at www.sanjoseca.gov/PlanningApplications.

Copyright Note - When submitting copyrighted plans, you must include a completed [SB 1214 Authorization Form](#) regarding public distribution of architectural drawings. Your development application includes this instruction.

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 must use:**
 - Document type designators, see table this page.
 - All uppercase letters.
 - A dash to separate numbers and designators.
 - Do not use spaces, asterisks, parentheses, question marks or special characters.
5. **Maximum size per file:**
100 MB - documents; 200 MB - drawings
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 with the next available document number**. *Example:* In a first submittal, the last document name was 005-EEA. On the next submittal, to include photographs, you would name it 006-PHO.
8. **How to insert an additional document of same type:**
Looking at the name and numbering of the previously submitted document, use the next available document number and **add the first available alphabetical letter**. *Example:* In a first submittal, an environmental document is named 005-EEA. In the next submittal, an additional environmental document would be named 006A-EEA.

9. How to insert a Response Letter document:

Name the file following instructions outlined in #7 or #8. *Example:* To provide a Response Letter to a Public Works Memo in a second submittal, if the last document was 005-EEA, then the Response Letter name is 006A-RESP-PUBLICWORKS. In a third submittal, a Response Letter document would be named 006B-RESP-PUBLICWORKS.

DOCUMENT TYPE DESIGNATORS

000-IDX	INDEX OF ALL DOCUMENTS
-APP	APPLICATION PLANNING PERMIT, SIGNED
-LED	LEGAL DESCRIPTION
-PTR	PRELIMINARY TITLE REPORT
-EEA	ENVIRONMENTAL ANALYSIS DOCUMENTS
-C3S	C3 STORMWATER DOCUMENTS
-PHO	PHOTOGRAPHS
-PRN	PROJECT NARRATIVE
-OPR	OPERATIONS PLAN
-MSC	MISCELLANEOUS
-RESP-GROUP NAME	RESPONSE LETTER
-NOT	NOTARY FORM

NAMING FORMULA

To name documents, use this formula:

Document #-Document Type

insert dash with no spaces

Example:

individual document # ——— *document type designator*
001-APP.PDF

A document may have multiple pages.

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FILE REQUIREMENTS FOR DRAWINGS

IMPORTANT: Before you upload plan sets, make sure the contents of the plan sheets conform to the [Contents of Plan Sheets Guide](#).

1. **Save files as PDFs.** Do not encrypt or password-protect.
2. **Orientation:** Landscape
3. **Upload an Index Page** showing all drawings provided. Update the Index Page with each resubmittal.
4. **File names must use (see example, this page):**
 - Plan Set designators, see table this page.
 - All uppercase letters.
 - A dash with no spaces separating the words in the plan set name.
 - Do not use spaces, asterisks, parentheses, question marks or special characters.
5. **Maximum size per file:**
100 MB - documents; 200 MB - drawings
6. **Plan size:** 24" x 36"
7. **How to upload drawings as a Plan Set:**
Use the designators outlined in the table, this page, and upload the drawings as separate PDF plan sets.
8. **How to revise a Plan Set:**
Correct the Plan Set and **use the original file name** to resubmit the Plan Set. SJePlans will automatically version the revised file
9. **How to insert new plan sheets:**
 - Do not insert new sheets between existing pages. Instead, **add new sheets to the end** of the respective group PDF. *Example:* For an additional Civil Sheet, add the sheet to the end of the CIVIL-SHEETS.PDF.
 - Update the Index to reflect the revised ordering.

PLAN SET DESIGNATORS

DESIGNATOR	EXAMPLES OF SHEETS TO INCLUDE <i>Your plans may involve other sheets.</i>
INDEX	SHEET INDEX
PLANNING-SHEETS	TITLE SHEET OF PLAN SET
	GENERAL DEVELOPMENT PLAN AND STANDARDS, OTHER PLANNING SHEETS
	SITE PLAN
	DEMOLITION PLAN
	PHOTOGRAPHS
ARCHITECTURAL-SHEETS	EXISTING CONDITIONS
	ARCHITECTURAL PLAN SHEETS
	FLOOR PLANS
	ELEVATIONS
CIVIL-SHEETS	DETAILS & NOTES
	CIVIL/PUBLIC WORKS PLAN SHEETS
	BUILDING & FIRE REQUIREMENTS
	STORMWATER CONTROL PLANS
	GRADING AND DRAINAGE PLANS
	UTILITY PLANS
LANDSCAPE-SHEETS	DETAILS & NOTES
	LANDSCAPE PLAN SHEETS
	TREE REMOVAL AND REPLACEMENT
	IRRIGATION PLAN
	LIGHTING AND PHOTOMETRIC PLANS
TENTATIVE-MAP	TENTATIVE MAP

PLAN SET NAMING EXAMPLE

To name plan sets, follow these examples:

use a dash, no spaces

LANDSCAPE-SHEETS.PDF

Plan Set Designator

TENTATIVE-MAP.PDF

Plan Set Designator

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

If you still have questions, speak with a City Planner at
408-535-3555 (press 1 and press 1 again)
during Planning's [phone service hours](#).