



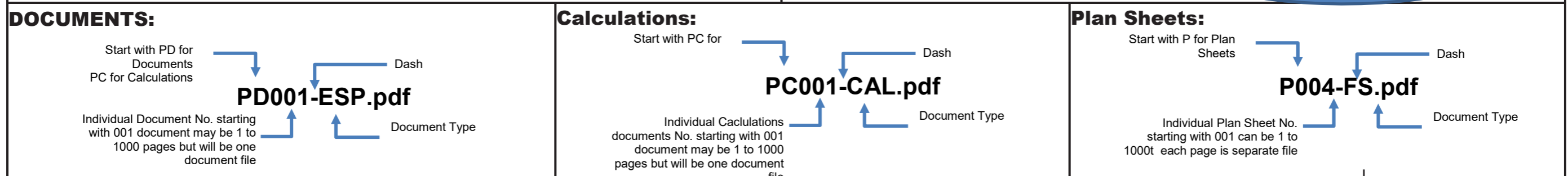
SAN JOSÉ FIRE NAMING CONVENTION FOR DOCUMENTS & PLANS

San José's requires specific **file names** for documents and plans uploaded into **ePlan Review's ProjectDox**. Improperly named files may be returned and require correction prior to passing Prescreen. Each document or plan set must meet the basic file requirements for that file type, and the files must be named using the Document / Plan Number.

BASIC FILE REQUIREMENTS

DOCUMENTS AND CALCULATIONS	DRAWINGS
<p>All documents must meet the basic document file requirements:</p> <ol style="list-style-type: none"> 1. PDF files only. Should not be encrypted or password protected. 2. Orientation: Landscape or Portrait will be accepted for documents. 3. Index Page and Permit Applications must be submitted as part of documents. (000-IDX and 001-APP.pdf) 4. Index page must be updated with each submittal. 5. Calculations must be kept separate from other documents since they will be uploaded into their own folder. 6. File names should be: <ul style="list-style-type: none"> • All uppercase (capital) letters. • All documents other than 000-IDX.pdf, 001-APP.pdf must start with PD and Calculations must start with PC • No spaces in file names. • File names must not contain special characters, such as asterisks, parenthesis, periods, question marks. 7. Maximum size per file: 100 MB. 8. How to revise a document: <ul style="list-style-type: none"> • Correct file and resubmit the entire document with the originally uploaded PDF file name. 9. How to submit a new document after the first submittal: <ul style="list-style-type: none"> • Add a new document to the Documents folder and name the document as the next Document Number available with the Document Type Designator below. • Example: On the first submittal the last document was PD005-ENG. On the subsequent submittal you need to include the Building Occupancy Chemical Inventory form, which was not originally included in the first submittal, you would name the file as PD006-BCI. 10. How to insert an additional or supplemental document of the same type: <ul style="list-style-type: none"> • Use the same document number as the previously submitted document and use the alphabet. • Example: On your first submittal the last document was named as PD005-ENG. On the subsequent submittal if you are adding an additional environmental document, you would name it PD006A-ENG. 	<p>All drawings must meet the basic drawing file requirements:</p> <ol style="list-style-type: none"> 1. A plan set must be uploaded as separate files, one for each sheet. Each individual sheet must be named per the Standard Naming Convention. 2. PDF files only. Should not be encrypted or password protected. 3. Orientation: Landscape only. Portrait will not be accepted. 4. Plan Size: 24" x 36" 5. Plan sheet uploads must begin with an Index page. The index page must be named: 000-IDX.pdf 6. File names must: <ul style="list-style-type: none"> • Start with a number beginning at 000 for the index and then 001 for the actual plans. The numbers do not reset when switching plan sheet type. • Contain all uppercase (capital) letters. • Contain dashes to separate numbers and designators (004-PD.pdf). • Contain no spaces in file names. • Not contain special characters, such as asterisks, parenthesis, periods, question marks. 7. Maximum size per file: 20 MB. 8. Plan sheets must contain a scale. 9. How to revise a plan sheet: <ul style="list-style-type: none"> • Resubmit the corrected plan sheet with the originally uploaded PDF file name. 10. How to insert new plan sheets between two existing sheets: <ul style="list-style-type: none"> • Use the alphabet. For example: insert a new page between P021A.pdf and P022B.pdf, a new page would be P022A-A.pdf, P022A-B.pdf (second new page), etc.

No need to completely renumber plans when adding or editing a page. See further examples on next page.



UP LOAD TO DOCUMENTS		UPLOAD to PLANS (INDIVIDUAL SHEETS)	
DOCUMENT TYPE DESIGNATOR	EXPLANATION	PLAN SHEET DESIGNATOR	EXPLANATION
000-IDX.pdf	INDEX OF ALL PLANS (EACH SHEET, CALCULATIONS, AND DOCUMENTS) Required for all Permit Submittals	P###-TS	TITLE SHEET OF PLAN SET
001-APP.pdf	FIRE PERMIT APPLICATION or HAZMAT PERMIT APPLICATION, SIGNED Required for All Applications	P###-G	GENERAL
PD###-CLO.pdf	CLOSURE PLAN	P###-CG	CITY GAS
PD###-ENG.pdf	ENGINEERS REPORT STAMPED AND SIGNED	P###-S	SITE PLAN
PD###-ESP.pdf	EQUIPMENT SPECIFICATIONS OR CUTSHEETS	P###-D	DEMOLITION PLAN
PD###-BCI.pdf	BUILDING OCCUPANCY CHEMICAL INVENTORY	P###-A	ARCHITECTURAL
PD###-PHO.pdf	PHOTOGRAPHS	P###-E	ELECTRICAL
PD###-PRN.pdf	PROJECT NARRATIVE	P###-FP	FIRE PROTECTION REQUIREMENTS
PD###-OPR.pdf	OPERATIONS PLAN	P###-FA	FIRE ALARM
PD###-MSC.pdf	MISCELLANEOUS	P###-FS	FIRE SPRINKLER
PD###-RESPFIRE.pdf or PD###-RESPHAZMAT.pdf	FIRE OR HAZARDOUS MATERIALS COMMENT RESPONSE LETTERS (only if needed outside of SJEPLANS review comments responses)	P###-C	CIVIL/PUBLIC WORKS REQUIREMENTS
CALCULATIONS	CALCULATION DESIGNATOR	P###-H	HAZMAT PLANS
PC###-CAL.pdf	CALCULATIONS	P###-I	IRRIGATION
<p>Important References:</p> <ul style="list-style-type: none"> • All printed permitted plans must be the same size as originally submitted to the City. • Inspections may be rejected if original sizes are not provided at job site. • Use the ProjectDox Report: Current Project: All Files Report to view original file sizes and orientation 	<p>Prescreen Checklist:</p> <p>Refer to the Fire SJePlans for Fire Department Fire Special Systems and Hazardous Materials Permit Application submittal instructions and checklists to determine what plans and documents should be submitted.</p> <p>ProjectDox website: https://eplan.sanjoseca.gov/ProjectDox</p>	P###-L	LANDSCAPE
		P###-T	TELECOMMUNICATIONS
		P###-M	MECHANICAL
		P###-P	PLUMBING
		P###-Q	EQUIPMENT
		P###-DT	DETAILS
		P###-N	NOTES
		P###-U	UTILITY PLANS

Index Sheets must be kept up to date through resubmittals and revisions. The following are examples of how to keep up to date

Adding New Plan Documents During Resubmittals Numbering Changes

Documents and Calculations versus plan sheets are whole files and can be update by replacing the file. However, if adding a whole new document or calculation as a resubmittal or revision and the order of the documents is changed than naming also needs to be changed.

For example, in the example adding a third spec sheet document and a new Business Chemical Occupancy Form (Document Type BCI) for hazmat in between PD003-ESP.pdf and PD004-MISC

PD003-ESP.pdf
 PD003A-ESP.pdf
 PD003B-BCI.pdf
 P004-MISC.pdf

If following resubmittal requires again adding another document between last resubmittal sheets, i.e., adding another specification sheet between PD003A-ESP.pdf and PD003B-BCI.pdf then need to add dash and alphabetic lettering to the document as follows:

PD003-ESP.pdf
 PD003A-ESP.pdf
 PD003A-A-ESP.pdf
 PD003A-B-ESP
 PD003B-BCI.pdf
 P004-MISC.pdf

And so on for as many resubmittals (hopefully just a few 😊)

Calculations are similar but with "PC"

Adding Document or Calculations Resubmittals at the End of a List of Files

Add Documents or Calculations at the end of a list of plans requires adding the next number in line.

For this example, to add a third hydraulic calculation document and the next page number as follows:

Uploaded to Calculations
 PC001-CAL.pdf Hydraulic Calculations 1st Floor
 PC002-CAL.pdf-Hydraulic Calculations 2nd Floor
 PC003-CAL.pdf Hydraulic Calculations Basement

Original Index 000-IDX.pdf Example

Index
 Company Name
 Name of Project
 Permit Number (21-123456 FE, e.g.)
 Project Submission Date

Uploaded to Plans
 P001-TS.pdf - Title Sheet of Plans-
 P002-D.pdf - Demolition D-1
 P003-D.pdf – Demolition D-2
 P004-FP-1.pdf - Fire Protection F-1
 P005-FP-2.pdf - Fire Protection Sheet F-2

Uploaded to Documents
 000-IDX.pdf (this document)
 001-APP.pdf
 PD002-ESP.pdf - Spec sheets for Sprinklers Heads
 PD003-ESP.pdf - Spec Sheets for Piping
 PD004-MISC.pdf – Easement Document

Uploaded to Calculations
 PC001-CAL.pdf Hydraulic Calculations 1st Floor
 PC002-CAL.pdf-Hydraulic Calculations 2nd Floor

Deleting a Plan Sheet or Document After Prescreen and updating Index 000-IDX.pdf

Once you submit a plan sheet and it made through prescreen (i.e. a plan reviewer reviewed the document) then you need to update 001-IDX as follows:

P001-TS.pdf - Title Sheet of Plans
 P001-FP.pdf - Deleted
 P002-FP.pdf - Fire Protection FP-2
 P003-FP.pdf - Fire Protection FP-3
 P004-FS.pdf - Fire Sprinkler FS-4

Adding New Plan Sheets During Resubmittals

If submitting a resubmittal or revision and the new page is meant to be between sheets such as adding three new sheets between P004-FP.pdf and P005-FP.pdf the naming convention needs the following:

P004-FP.pdf
 P004A-FP.pdf
 P004B-FP.pdf
 P004C-FP.pdf

P005-FP.pdf

If following resubmittal requires adding sheets between last resubmittal sheets, i.e., now two sheets needs to be placed between P004B-FP.pdf and P004C-FP.pdf:

P004-FP.pdf
 P004A.pdf
 P004B.pdf
 P004B-A-FP.pdf
 P004B-B-FP.pdf
 P004C-FP.pdf

P005-FP.pdf

If further resubmittal requires adding sheets between last submittal added sheets, i.e., now two sheets need to be placed between P004B-A-FP.pdf and P004B-B-FP.pdf

P004-FP.pdf
 P004A.pdf
 P004B.pdf
 P004B-A-FP.pdf
 P004B-B-FP.pdf
 P004B-B-FP.pdf
 P004C-FP.pdf

P005-FP.pdf

And so on for as many resubmittals (hopefully just a few 😊)

Adding Plan Sheet Resubmittals at the End

Add Plan Sheets at the end of a list of plans requires adding the next number in line.

For this example, to add a fire protection plans sheet and a fire sprinkler plan sheet. Add using the naming convention as follows:

P001-TS.pdf - Title Sheet of Plans
 P001-FP.pdf - Fire Protection FP-1
 P002-FP.pdf - Fire Protection FP-2
 P003-FP.pdf - Fire Protection FP-3
 P004-FS.pdf - Fire Sprinkler FS-4

TIP - If calculations are in plans sheets and NOT added in CAL make it very clear in the Index 000-IDX