

## **BUILDING DIVISION** **(Applicant Guide - RESIDENTIAL)** **Electronic File Naming Conventions**

April 06, 2023-RES

**NOTE:** The below file naming conventions are examples, and intended to provide a consistent framework for electronic file naming; the list does not cover all possible document types. Follow these electronic naming conventions when submitting required drawings, documents, or forms. ONLY .pdf documents types are accepted – no .zip, .jpg, .png, etc.. ALLOW ALL “.pdf” SECURITY PROPERTIES. PROTECTED FILES ARE NOT ACCEPTED.

### **NOTICE - READ ALL THE BELOW INFORMATION BEFORE UPLOADING DOCUMENTS TO THE PERMIT RECORD:**

1. A **RESIDENTIAL** project refers to projects that fall under the scoping requirements of the International Residential Code (IRC).
2. All residential project application documents must use the file naming conventions guide as provided. The issuance of electronic documents incorrectly named may result in application rejection, re-issuance of documents, and/or delay permit plan review timeframes.
3. All residential projects must comply with the adopted code(s), and design criteria of Arapahoe County.
4. Compile all residential project drawings (architectural, structural, etc.) into a complete Construction Document (CD) set for plan review. All supporting documents such as letters, product data/specifications, window/door specifications, pre-engineered truss packages, ICC-ES Reports, etc. to be named, and submitted as separate document files for plan review. NOTE: Individual sheet submittals are strongly discouraged when multiple sheets are required.
5. The Arapahoe County Building Division may issue plan review comments prior to Permit Issuance. Plan review comments provided on the submitted drawings and/or supporting documents for applicant review are uploaded to the permit record via Customer Access. **For Example:** “1-2022-00001-CD SET-REDLINES.pdf”. Submit response(s) to “REDLINE” review comments in a complete and compiled Construction Document (CD) set. Drawing revisions in response to comments to be bubbled or clouded indicating all changes. Include a written narrative summarizing all changes, unless the Plans Examiner indicates otherwise based on the nature of the project.
6. After Permit Issuance: Submit revisions to Construction Documents as individual sheets or grouped by discipline, drawings or supporting documents.
7. Refer to the Arapahoe County website for Residential Permit Application Requirements. Construction Documents may require stamped, signed & dated by a Colorado Licensed Architect / Professional Engineer in responsible charge / of record, as required by Arapahoe County.
8. All approved documents to the permit record issued by the Building Division have “FINAL” as the last part (suffix) of the filename, and uploaded Customer Access for applicant download.  
**For Example:** “1-2023-00001-CD SET-FINAL.pdf”.
9. Contact [PWDBuildingSupport@arapahoegov.com](mailto:PWDBuildingSupport@arapahoegov.com) with any application questions.

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Document Name:	File Naming Format: [Submittal #]-[Year]-[Permit #]-[document name].pdf (See Guide Below)	Category
<b>BUILDING RELATED DOCUMENTS</b>		
Permit Application (If Applicable)	1-[Year]-[PERMIT NO]-PERMIT APP	Applications
ACCA Manual D, J, S	1-[Year]-[PERMIT NO]-ACCA MANUAL	Documents
CDHPE/Asbestos	1-[Year]-[PERMIT NO]-CDHPE	Documents
Energy Code Compliance – Residential REScheck	1-[Year]-[PERMIT NO]-REScheck	Documents
Energy Code Compliance – Residential Duct Testing Rough-in, Post Const., etc..	1-[Year]-[PERMIT NO]-RES DUCT TEST ROUGH	Documents
Energy Code Compliance – Residential Total Building Performance – Compliance Certificate of Occupancy	1-[Year]-[PERMIT NO]-RES TBP CERT	Documents
MHIP Certification	1-[Year]-[PERMIT NO]-MHIP CERT	Documents
Project Product Data / Cut Sheets	1-[Year]-[PERMIT NO]-SPECS DATA	Documents
Project ICC ESR (siding, stucco, roofing, etc..)	1-[Year]-[PERMIT NO]-ICC ESR-[TYPE]	Documents
Rural Access Driveway Certification	1-[Year]-[PERMIT NO]-RAD CERT	Documents
Sewer Availability Letter	1-[Year]-[PERMIT NO]-SEWER AVAIL LTR	Documents
Water Availability Letter	1-[Year]-[PERMIT NO]-WATER AVAIL LTR	Documents
Geotechnical (Soils) Report	1-[Year]-[PERMIT NO]-GEOTECH RPT	Documents
Structural Calculations	1-[Year]-[PERMIT NO]-STRUCT CALCS	Documents
Arapahoe County Health: Residential Use Permit	1-[Year]-[PERMIT NO]-HEALTH DEPT	Documents
Construction Documents (May include but not limited to Landscape, Architectural, Structural, drawings). NOTE: Residential Construction Documents under the provisions of the IRC, to comply with Section R106. <b>All required drawings compiled into one CD set.</b>	1-[Year]-[PERMIT NO]-CD SET	Drawings
Plumbing (Gas Isometric)	1-[Year]-[PERMIT NO]-GAS ISO	Drawings
Plumbing (New Gas Appliance Form)	1-[Year]-[PERMIT NO]-GAS FORM	Form
Pre-manufactured Truss Package	1-[Year]-[PERMIT NO]-TRUSS PKG	Drawings / Deferred Submittal
Engineer General Compliance Letter	1-[Year]-[PERMIT NO]-GEN COMP LTR	C.O./T.C.O
Engineer Footings/Piers Letter	1-[Year]-[PERMIT NO]-ENG FTG-PIER LTR	Engineering Letters
Engineer Foundation Letter	1-[Year]-[PERMIT NO]-ENG FNDN LTR	Engineering Letters
Residential Building Component Affidavit – (R3 Occupancies - SF Res & Duplex)	1-[Year]-[PERMIT NO]-BLDG COMP AFF	C.O./T.C.O
Contractor License Information	1-[Year]-[PERMIT NO]-CONTRACTOR INFO	Forms
Insulation & Energy Loss Residential Affidavit	1-[Year]-[PERMIT NO]-RES INSUL AFF	C.O./T.C.O

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### **FILE NAMING FORMAT GUIDE:**

[**Submittal #**]: Used to indicate the sequence of document submittal. Use “1” for first submittal, “2” for subsequent submittal, etc. Example, first/initial submittal would be “1-2023-00001-CD SET.pdf”. NOTE: If drawings are upload during the initial application process a Permit # is not yet assigned, therefore, an example initial filename would be “1-2023-XXXXX-CD SET.pdf”.

[**Year**]: NOTE: This is ONLY the assigned year associated with the Building Division permit number. The year identifier remains with the permit record for the life of the permit with Arapahoe County. **INCORRECT** Ex., “1-2023-BLD-2021-00001-CD Set.pdf”, **CORRECT** Ex., “1-2021-00001-CD SET.pdf”

[**Permit #**]: The permit number is a five-digit code assigned by ARAPAHOE COUNTY upon application acceptance. An example permit assigned by the Arapahoe County Building Division would be “BLD-2023-00001”, **BLD** = Building Division Identifier, **2023** = Year of the accepted application, & **00001** = five-digit permit number.

**DOCUMENT GROUP/CATEGORY: C.O./T.C.O., Deferred Submittals (DS), Documents, Drawings (DWG), Engineering Letters, Resubmittals (see submittal #), Revisions (REV), Forms.**

- **C.O. / T.C.O.:** Required closeout documents required to confirm compliance for issuance of a Certificate of Occupancy (C.O.) or Temporary Certificate of Occupancy (T.C.O.) documents.
- **Deferred Submittals:** Those portions of the design including drawings & supporting documents not submitted at the time of the permit application, and that are to be submitted to the building official within a specified period for review, and approval. Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official. Permit conditions required by Arapahoe County may also identify deferred submittals within Building Division provided written Plan Review Comments.
- **Documents:** Intended for supporting documentation (not drawings) included with or required for permit submittal application. See list above.
- **Drawings:** Generally, meaning prepared architectural or engineering technical drawings of a building or proposed building design element(s). Construction Documents categorized as “Drawings”.
- **Engineering Letters:** Written letter prepared by a Colorado licensed engineer, i.e., Engineers Compliance Letter. NOTE: These may also be submitted as “Deferred Submittal” per permit conditions.
- **Resubmittals: (Prior to Permit Issuance)** Drawings or documents issued to address plan review comments or applicant design changes as may be required.
- **Revisions: (After Permit Issuance)** Drawings or documents issued after permit issuance to address plan review comments or applicant design changes as may be required.
- **Forms:** Generally, these are documents prepared by Arapahoe County Building Division for applicant completion & submittal.