



Electronic File Naming Standards for Building Permits

Document files

The document files can be multi-page files and are part of your submittal but are not plans pages. These files are required to be in PDF format. Some examples would be Structural Calculations, Geotechnical Reports, Kitchen Equipment Cut Sheets, COMchecks, Roofing Material Specifications and Asbestos Survey Reports.

Documents to be submitted don't need to be in a specific sequential order. All that is needed is the name of what the document is. Below are some examples of correctly named files.

Document file names:

- COMchecks
- Geotechnical Reports
- Asbestos Survey
- Structural Calculations
- Special Inspections Reports
- Kitchen Equipment Cut Sheets
- Roofing Material Specifications
- TDLR Project Registration Confirmation

Limit the number of characters in the file name to **35 characters or less**- abbreviations are acceptable, however- **do not include “-“ (dashes) or special characters (&,%,#, etc.)** in the file name.

Drawing/Plan Files

To maintain a consistent method for naming plans, please see the information below:

- All files should be named according to their disciplines (i.e. Architectural Plans, Structural Plans, MEP Plans). **Revisions will maintain the same naming convention as the original** (Do not change to Version1,2,etc.)

- Limit the number of characters in the file name to **35 characters or less**- abbreviations are acceptable, however- **do not include “-“ (dashes) or special characters (&,%,#, etc.)** in the file name.
- Provide plans in .PDF Format -Grayscale.
- Upload your drawings in a single, multi-sheet PDF, or, if you have a large drawing set (greater than 100 sheets), group them by discipline (i.e. Architectural Plans, Structural Plans, MEP Plans) and name the files accordingly for ease of reference during the review process.
- Also note that Secured/Protected files are not acceptable.

Below are some examples of correctly named plan files.

Plan file names:

- Architectural MEP Structural Plans
- Mechanical Plans
- MEP Plans
- Structural Plans
- Plumbing Plans
- Elec Plans
- Mech Plans
- Arch Plans

The Recommended Stamp Location

You may leave a blank space for a City 'Batch' Stamp. The City of Frisco adds a stamp to the upper-right corner of each page within the plans (This does not refer to supporting text documents such as applications, notification letters, etc). Whenever possible, please leave the upper-right corner blank (empty), per the recommended sizes below:

- 8.5” x 11” plans require a 2”x2” blank (empty) area.
- 11” x 17” plans require a 3”x3” blank (empty) area.
- 24” x 36” plans require a 4.5” x 4.5” (empty) area.
- 30” x 42” plans require a 5”x 5” (empty) area.



← 4.5" →

24"

36"