



Fire Permit Electronic File Naming Standards

Document files (not Drawing/Plan pages)

Document files are required documents and supplemental information regarding the permit but are not plans pages. Submit each item as one (1) document in PDF format. These files are required to be in PDF format. Each submittal should include the State Registration Certificate, Data Materials and Specifications, and Calculations depending on the permit type.

Label each document with the Type of Information-Permit Type

Document file name examples include:

- Data Materials- Fire Alarm
- Specifications- Sprinkler
- Calculations-Fire Sprinkler
- Job Materials-Hood
- Product Submittal-Hood Suppression
- State Registration- Alarm

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 **Plans- Permit Type**.
- **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.
- Upload your drawings in a single, multi-sheet PDF.
- Also note that Secured/Protected files are not acceptable.

Below are some examples of correctly named plan files.

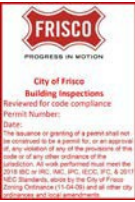
Plan file names:

- Plans-Fire Alarm
- Plans-Floorplan
- Plans-Sprinkler
- Plans-Fire Lane Gate

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” x 2” blank (empty) area.
- 11” x 17” plans require a 3” x 3” 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"