



## Public Works Permits - Electronic File Naming Convention

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### *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. Submit each item as one (1) document in PDF format. Some examples would be Structural Letter, Encroachment Agreement, and TxDOT (Texas Department of Transportation) Permits and Plans.

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 name required:

- Structural Letter
- Structural Calculations
- Tower Manufacturer Approval
- Encroachment Agreement
- TxDOT Permit
- Multiple Utility Pole Approval

Any file you believe should be submitted in addition to the above should limit the number of characters in the file name to **35 characters or less** - abbreviations are acceptable, however-**do not include “-“ (dashes), spaces 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 function (i.e. **Irrigation Permit Plans, ROW Permit Construction Plans, Traffic Control Plans, etc.**). **Revisions will maintain the same naming convention as the original** (Do not change to Version1,2, etc.)
- 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 Type and name the files accordingly to the requirements above.**
- Also note that Secured/Protected files are not acceptable.

Below are some examples of correctly named plan files.

Plan file names:

- Irrigation Permit Plans
- ROW Permit Construction Plans
- Traffic Control Plans
- Water Tower 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"