

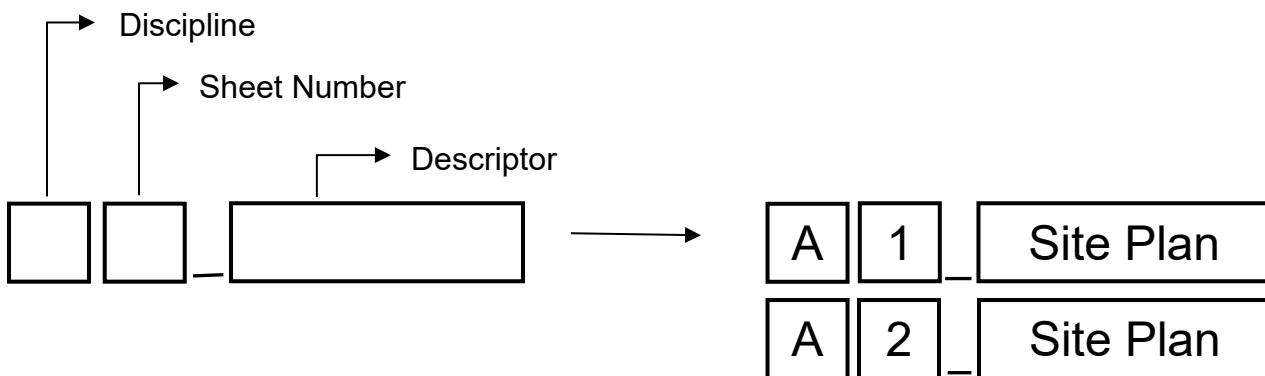


Building Safety Division
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 710 NW Wall Street, Bend OR 97703

DRAWING FILE NAMING REQUIREMENTS & SUPPLEMENTAL FILE NAMING REQUIREMENTS

The following naming conventions are industry standard. Do not include anything else in the file name. For residential projects that do not use Architectural or Engineered drawings, the naming convention can drop the discipline and sheet number and use just the description of the plan sheet (floor plan, site plan, elevations, etc.).

Do not end your file names with numeric characters, the City's software will change those as the plan page is versioned. Do not use the period character, instead use an underscore, example: do not use A1.Site Plan use A1_Site Plan.



Discipline	Designation
Architectural	A
Civil	C
Contractor/Shop Drawings	Z
Electrical	E
Equipment	Q
Fire Suppression	FS
Fire Alarm	FA
General	G
Hazardous	H
Landscape	L
Mechanical	M
Other Disciplines	X
Plumbing	P
Process	D
Signs	N
Structural	S
Survey/Mapping	V
Telecommunications	T

Examples:

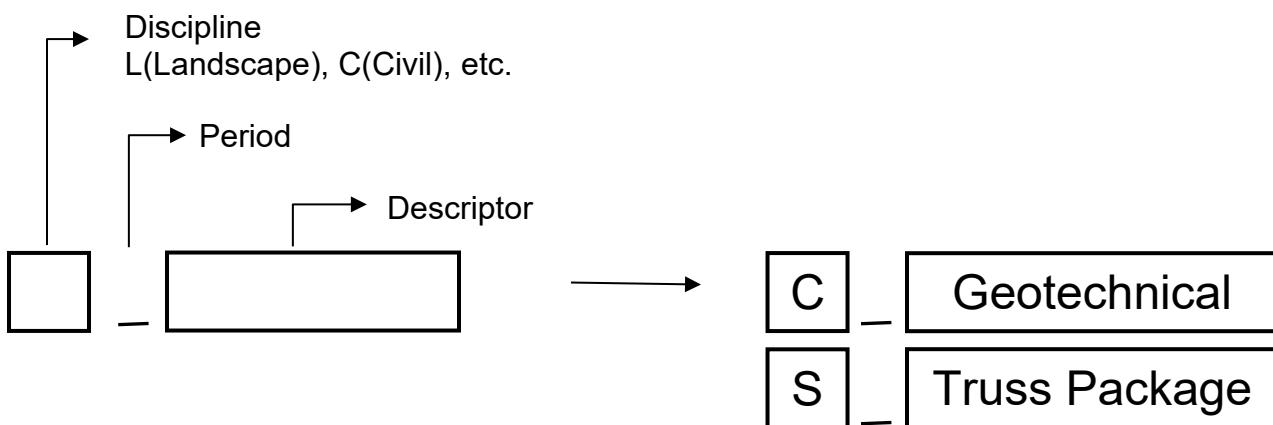
A2_Floor Plan
 A2_2_Floor Plan
 C0_1_Utilities
 E2_25_Lighting
 FS1_0_Fire Sprinkler
 FA_1_Fire Alarm
 M1_HVAC
 S6_0_Details

Descriptor	Designation
Architectural Demolition Protection and Removal	Demo
Architectural Elements General Architectural	General
Architectural Finishes	Finish
Architectural Graphics	Graphic
Architectural Interiors	Interior
Architectural Site	Site Plan
Civil Demolition Structure Removal and Site Clearing	Demo
Civil Grading Excavation, Grading, Drainage, Retention Ponds	Grading Drainage
Civil Improvements Pavers, Flagstone, Exterior Tile, Furnishings, Retaining Walls, and Water Features	Improvements
Civil Paving Roads, Bridges, Drives, and Parking Lots	Row
Civil Survey (Site) Plats, Topographic, Dimension Control	Site Plan
Civil Transportation Waterway Construction, Wharves, Docks, Trams, Railway Systems, and People Movers	Civil Transport
Civil Utilities Water, Sanitary Sewer, Storm Sewer, Power, and Communications	Utilities
Electrical Auxiliary Systems Alarms, Nurse Call, Security, Cctv, Pa, Music, Clock, and Program	Auxiliary
Electrical Demolition Protection, Termination, and Removal	Demo
Electrical Instrumentation Controls, Relays, Instrumentation, and Measurement Devices	Instrumentation
Electrical Lighting	Lighting
Electrical Power	Power
Electrical Site Utility Tunnels, Site Lighting	Utilities
Electrical Telecommunications Telephone, Network, Voice, and Data Cables	Telecommunications
Fire Detection and Alarm	Detection Alarm
Fire Suppression Fire Extinguishing Systems and Equipment	Suppression Equipment
General Contractual Phasing	Phase
General Informational List	General
General Resource	Resource
Landscape Demolition Protection and Removal of Existing Landscaping	Demo
Landscape Irrigation	Irrigation
Landscape Planting	Planting
Mechanical Demolition Protection, Termination, and Removal	Demo
Mechanical Hvac Ductwork, Air Devices, and Equipment	Hvac
Mechanical Instrumentation and Controls	Instrumentation
Mechanical Piping Chilled and Heating Water, Steam	Piping
Mechanical Site Utility Tunnels and Piping Between Facilities	Utilities
Plumbing Domestic Water, Sanitary and Storm Drainage, Fixtures	Fixtures
Plumbing Site Extension and Connections to Civil Utilities	Site Utilities
Process/Plumbing Demolition Protection, Termination, and Removal	Plumbing Demo
Process Electrical Exclusively Associated with a Process and not the Facility	Electrical
Process Instrumentation, Measurement, Recorders, Devices, and Controllers (Electrical and Mechanical)	Instrumentation

Process Piping, Valves, Insulation, Tanks, Pumps	Piping
Process Systems and Equipment for Thermal, Electrical, Materials Handling, Assembly, Refrigeration, etc.	Systems
Structural Demolition Protection and Removal	Demo
Structural Framing Floors and Roofs	Framing
Structural Site	Site Plan
Structural Substructure Foundations, Piers, Slabs, and Retaining Walls	Substructure

Supplemental File Naming Requirements

Below is an example of the supplemental files naming requirements. Each file can be uploaded as one document and do not need to be broken into individual sheets. Please group these supplemental files into their respective disciplines.



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Building Safety Division at building@bendoregon.gov or (541) 388-5528 option 2 then option 1; Relay Users Dial 7-1-1, and (541) 388-5519.