



## *Electronic File Name Requirements for Development Nexus*

This guide explains how to name your files correctly **BEFORE** you upload them into your online application. Go to [Development Nexus Resource Center](#) for additional information about formatting and submitting electronic documents for review.

**Plans** include construction drawings, civil drawings, paving plans, utility plans, structural engineering, details, or other sheets typically formatted and included within a construction plan set.

**Supplemental documents** include, but are not limited to, structural calculations, reports, cut sheets, project narratives, or other associated information not considered plans.

### Why is the file name so important?

Our plan review software uses the file name to electronically route the plans for review, and track the version of each document. If the file does not meet QC's naming conventions, it cannot be routed and will delay the review process.

### Naming Plan Sets

1. Prefix each filename with a discipline code. Queen Creek modified an industry standard naming convention to meet the needs of most plan submittals and application types. Choose the discipline code the most closely represents your plan or plan set using the chart below.

**NOTE:** Building permit applications shall be submitted as a **complete package** with all disciplines combined into one pdf file.

2. **Do not** include special characters in the filename: ! \* \ ; : @ & = + \$ , / ? % # [ ] " < > | File names that contain these characters will be rejected by the Scout PDF analyzer and cannot be accepted.
3. Maximum length for filenames is **140 characters**.
4. Recommended file name after the separator (\_) includes project address/name, and type of plan/document.

**Example:** RES\_lot 100 QCStation Pool.pdf, COM\_RedRobin TI.pdf, B\_HomeDepot SitePlan.pdf, V\_Terravella FinalPlat.pdf

**NOTE:** File name must be consistent at each submittal cycle.



## Naming Supplemental Documents or Reports

1. Supplemental documents are any files that are not plan sets including: applications, project narratives, soils reports, water/wastewater reports, drainage reports, traffic impact analysis, other types of reports, calculations, images, product cut sheets, or other documents associated with your submittal.
2. Supplemental documents shall be in PDF format as a separate file. **Do not** include supplemental documents combined into a PDF with plan sheets.
3. Recommended file name includes project address/name, and type of plan/document.  
**Example:** HastingsFarm soil report.pdf, Gateway Quarter drainage report.pdf, Barney Farms project narrative.pdf



**Queen Creek Electronic Document File Name Requirements**

Discipline	Discipline Code	Separator	Example Filenames w/Discipline Code
<b>BUILDING, FIRE, or SIGN PERMITS</b>			
Commercial complete package	COM	_	COM_Project Name completepackage.pdf*
Residential complete package	RES	_	RES_Project Name completepackage.pdf
Permanent sign package	SIGN	_	SIGN_Project Name completepackage.pdf
Electrical	E	_	E_Project Name Electrical.pdf
Fire Protection	F	_	F_Project Name FireSprinklerLayout.pdf
Mechanical	M	_	M_Project Name Mechanical.pdf
Plumbing	P	_	P_Project Name Plumbing.pdf
<b>ENGINEERING or PLANNING APPLICATIONS</b>			
Architectural	A	_	A_Project Name FloorPlans.pdf
Site Plan	B	_	B_Project Name SitePlan.pdf
Civil	C	_	C_Project Name Civil.pdf
Grading/Drainage	D	_	D_Project Name GradingDrainage.pdf
Electrical	E	_	E_Project Name Electrical.pdf
Fire Protection	F	_	F_Project Name FireSprinklerLayout.pdf
General	G	_	G_Project Name GeneralCover.pdf
Elevations (Architectural)	I	_	I_Project Name Elevations.pdf
Final Plat	J	_	J_Project Name Final Plat.pdf
As-Built Plans	K	_	K_Project Name AsBuiltPlans.pdf
Landscape & Irrigation	L	_	L_Project Name Landscape Irrigation.pdf
Mechanical	M	_	M_Project Name Mechanical.pdf
Notes/Details	N	_	N_Project Name Details.pdf
Photometrics/Site Lighting	O	_	O_Project Name Photometrics.pdf
Plumbing	P	_	P_Project Name Plumbing.pdf
Structural	S	_	S_Project Name Structural.pdf
Dry Utilities/Telecommunications	T	_	T_Project Name Telecommunications.pdf
Utilities-Water, Sewer	U	_	U_Project Name Water Plans.pdf
Survey Maps/Dedication/Easements	V	_	V_Project Name ALTASurvey.pdf
SWPP/Storm Water Pollution Prevention	W	_	W_Project Name SWPP.pdf
Street light/Traffic Signals	X	_	X_Project Name Street Lights.pdf
Signing/Striping	Y	_	Y_Project Name SigningStriping.pdf
Paving/Street Improvement	Z	_	Z_Project Name Paving.pdf

\* To avoid file size maximum for large commercial projects, separate the civil plans to upload as a second file. Example: COM\_Safeway bldg package.pdf and C\_Safeway civilpackage.pdf