



LauderBuild Plan Room (LPR)

File Naming Convention Standards For Drawings & Documents

The City of Fort Lauderdale requires specific file names for documents and drawings uploaded into the LauderBuild Plan Room. Files that are not correctly named may be rejected and require correction prior to passing the initial review. Each document or drawing must meet the basic file requirements for that file type, and the files should be named using the following conventions.

Guidelines for All Attachments

- Documents must have a 2" x 6" space reserved in the top left corner for the City's digital approval stamp.
- Corrected / revised files should always be resubmitted with the **SAME FILE NAME** as the original submittal.
- Supporting document file names should be concise and clearly describe the document.
- Illegal Windows file name characters are **NOT** allowed – / ? < > \ : * | "
- In addition to illegal Windows characters, the following conventions are also illegal:
 - Double spaces.
 - Using a space at the end of the name.
 - Using a period at the end of the name that would result in a double period.
 - Any character you can type with the Ctrl key.
 - Names reserved under Windows: com1, com2, com3, com4, com5, com6, com7, com8, com9, lpt1, lpt2, lpt3, lpt4, lpt5, lpt6, lpt7, lpt8, lpt9, con, nul, prn

Urban Design & Planning (UDP) Naming Convention

For Urban Design & Planning (UDP) application submittals, files that are not correctly named will render the application incomplete. File names must be comprised of the following four (4) components. A hyphen should be used as the separator between each component.

1. **Submittal Type:** Allowed submission types are as follows:
 - **ADMIN:** Administrative Review
 - **DRC:** Development Review Committee
 - **PZB:** Planning and Zoning Board
 - **CC:** City Commission
 - **FINAL-DRC:** Final Development Review Committee
2. **Revision Number:** Please include the Revision number, if applicable (e.g., REV1, REV2, REV3, etc.). Initial submittals and Final DRC applications should NOT contain a number.

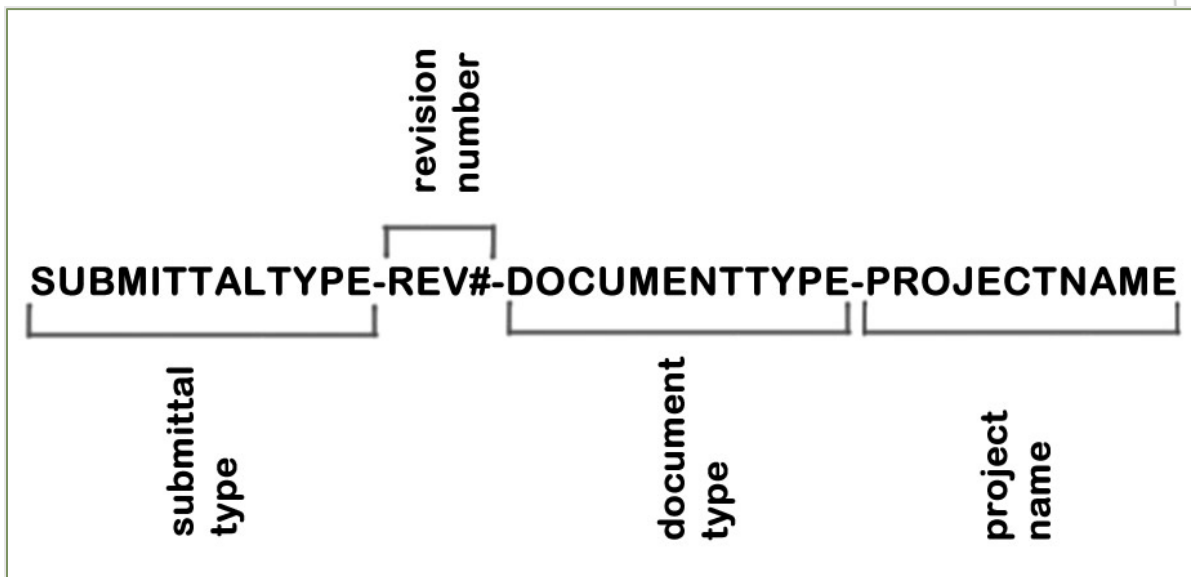


3. **Document Type:** Following is the list of standard UDP documents. For Document Types not listed, please use or “Other” and the applicable name, e.g., “Other Letters of Support”, “Other Public Participation Summary”, etc.

- Plan Set
- Previously Approved Plans
- Development Application Form
- Project and ULDR Narratives
- Traffic Study
- Traffic Statement
- Agent Letter
- Ownership Documentation
- Agreements
- SCAD Letter
- Capacity Letter
- Other (and applicable name)

4. **Project Name:** Please provide the project name. **It is strongly recommended NOT to use street addresses** as project names.

UDP Naming Convention Components



Examples of Acceptable File Names for UDP

FILE NAME	DESCRIPTION
DRC-Plan Set-New River Landings	DRC project with initial Plans for New River Landings
PZB-Project and ULDR Narratives-New River Landings	Planning and Zoning Board submission with Project and ULDR Narratives for New River Landings
CC-Other Letters of Support-New River Landings Rezoning	City Commission submission with Letters of Support for New River Landings Rezoning
FINAL-DRC-Application-New River Landings	Final DRC project application for New River Landings
DRC-REV3-Plan Set-New River Landings	DRC project with revised plans for New River Landings



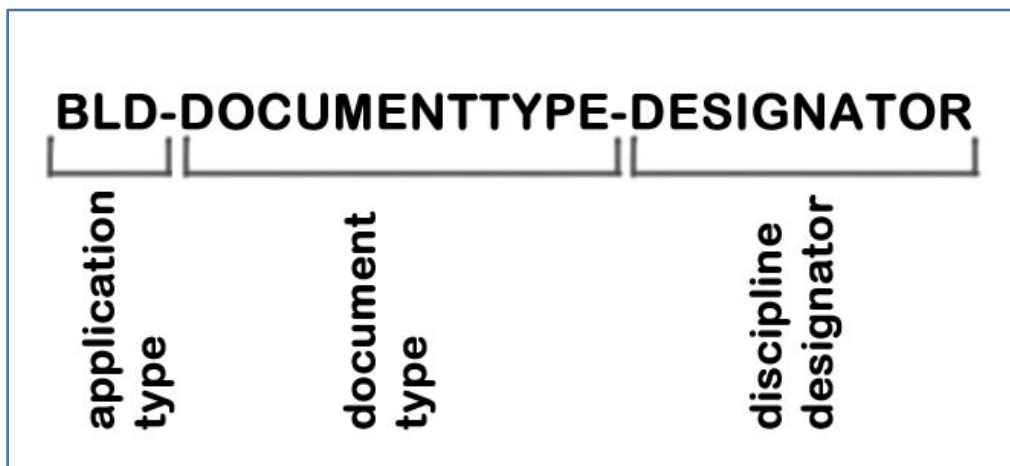
Building File Naming Convention

For Building Division application submittals, file names must be comprised of the following three (3) components. Names should be upper case and a hyphen should be used as the separator between each component. There should NOT be spaces or other separators within the components.

In some cases, such as with large projects, it is recommended to leave some sequential numbers unused so additional attachments / drawings can be easily inserted if they need to be added in the future.

1. **Application Type:** All Building files should be prefixed with **BLD**.
2. **Document Type:** E.g., Permit Application, Plans, Survey, Contract, etc.
3. **Discipline Designator:** Letters indicating the discipline/design profession or trade (see the **Discipline Designation Letters Table** following).

Building Naming Convention Components



Examples of Acceptable File Names for Building

FILE NAME	DESCRIPTION
BLD-PLANS-S	Structural plans
BLD-FINALSURVEY-V	Final survey
BLD-PLANS-M	Mechanical plans
BLD-PERMITAPPLICATION-G	Signed hard copy of Building permit application



Building Discipline Designation Letters Table

DESIGNATOR	NAME	ADDITIONAL DESCRIPTION
A	Architectural	
B	Geotechnical	
C	Civil	
CWS	Chilled Water / Sewer	Water, sewer, irrigation, fire
D	Demolition	
E	Electrical	
F	Fire	
G	General	Sheet list, symbols, code summary, etc.
H	Hazardous Materials	Abatement, handling, etc.
I	Interiors	
IR	Irrigation	
L	Landscape	
M	Mechanical	
O	Operations	
OD	Other Disciplines	Stage design and other specialty disciplines
P	Plumbing	
Q	Equipment	
R	Resource	Existing conditions / buildings
S	Structural	
T	Telecommunications / Low Voltage	
V	Survey / Mapping	
W	Distributed Energy	
X	Other Disciplines	
Z	Contractor / Shop Drawings	