NEW DIGITAL ENVIRONMENT
ARLINGTON COUNTY EPLAN REVIEW

Standard File Naming Conventions

When preparing your plans for building and land disturbance permits, we recommend that you use the following Standard File Naming Conventions. This will help facilitate re-review in the event your application must be resubmitted and will also ensure the plans are placed in the correct order for the final plan set.

Code	Discipline
A	Architectural
AD	Architectural Demolition
AI	Architectural Interiors
M	Mechanical
E	Electrical
P	Plumbing
EN	Energy
S	Structural
F	Fire Protection
C	Civil
L	Landscape
T	Telecommunications
FS	Food Service
SG	Signage/ Graphics
X	Other Disciplines
Z	Contractor Shop Drawings

Series	Sheet
000-099	General and Site information - to include drawing index, code analysis, modification and variance documents, site plans and site details and other general information
100-199	Plans - floor plans
200-299	Building Elevations and Sections - Exterior Elevations and Transverse Building Sections
300-399	Enlarged Plan and Sections - Vertical Circulation, Core Plans and Details
400-499	Reflected Ceiling Plans
500-599	Exterior Envelope and Details - Large Scale Details and Sections
600-699	Architectural Interiors
700-799	Schedules and Diagrams
800-899	User Defined
900-999	3D Representations

There are two components to the standard file naming convention: Discipline and Sheet Type.

All document titles should begin with Discipline and Sheet type followed by a descriptive title. *(Note that the system will not recognize spaces or other characters separating Discipline and Sheet type. Use only a single dash to separate Discipline and Sheet type.)*
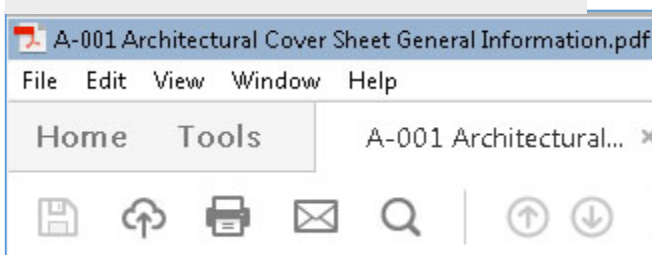
Examples
A = Architectural (Discipline type)
000-099 = General Site Information (Sheet type)

Using the **Standard File Naming Convention**, the first page under Architectural general information would be:
A-001 Architectural Cover Sheet General Information.pdf

Standard File Naming Convention – **Example 1**

Standard File Naming Convention – **Example 2**