



Planning & Development Drawing Sheet Filename Format Instructions

This guide explains how to correctly title and upload CAD files for full plan sets in *DallasNow*. Following these standards helps to ensure your plans are routed and reviewed without delay.

File Name Format

Use the format below to name files to be uploaded for review.

[Discipline Code]-[Discipline Description].pdf

Example

A- ArchitecturalPlans.pdf

File Naming Parts Explained

Discipline Designators

Use the United States National CAD Standard for to label the document types. This will be the first character in the naming format.

IMPORTANT: Do not combine discipline into a document. This will require revisions to comply with the correct Discipline Designators and separation the documents by discipline type. In addition, it may cause delays in getting the project reviewed.

Then add a dash “-” and type out the description of the plans (e.g. Architectural, Structural, Electrical, etc.)

Refer to the chart below to identify the correct discipline.

Code	Discipline
A	Architectural
B	Geotechnical
C	Civil
D	Process
E	Electrical
F	Fire Protection
G	General
H	Hazardous Materials
I	Interiors
K	Food Service
L	Landscape

Code	Discipline
M	Mechanical
O	Operations
P	Plumbing
Q	Equipment
R	Resource
S	Structural
T	Telecommunications
V	Survey/Mapping
W	Distributed Energy
X	Other Disciplines
Z	Contractor / Shop Drawings



File Revisions

- **IMPORTANT!** When submitting a plan revision, the file name must be the same as the original document.
- The file must be the same number of pages, and be in the same order as the original document
- A blank page, or an X across a page will indicate that that specific page has been removed.

Important Tips for Customers

- **File size:** Keep each PDF under 256 MB (*DallasNow* file limit).
- **Combining Sheets:**
 - Combine all sheets within a discipline into one multi-page PDF:
 - **Example:** A- ArchitecturalPlans.pdf for Architectural floor plans, elevations, sections, roof plans, etc.
 - Do not combine sheets from multiple disciplines together
 - **Example:** Do not mix Mechanical (M) with Plumbing (P) in the same file.