



CITY OF CORPUS CHRISTI
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 9277 | CORPUS CHRISTI TEXAS 78469-9277



FILE STANDARDS AND NAMING CONVENTIONS

FILE TYPES AND BORDERS

Prior to upload, ensure that all files comply with the following standards. Failure to meet the City's standards may delay your review.

REQUIRED FILES

- A fully completed application for plan review to include a cover or top sheet.
- Pre-requisite check list must be included with the application.

BORDER STANDARDS

- Reserve 2 ½" W 3 ½" H area on the upper right corner of the drawing for the approval stamp.
- The City of Corpus Christi requires that plans be uploaded in an approved format, to scale, with a minimum output dimension of 22" x 34" (commercial) or 11" x 17" (residential).

ORIENTATION STANDARDS

- Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically portrait.

FILE TYPE STANDARDS

- Only PDF files are accepted for calculations, reports, and other supporting documentation (i.e. non-drawing files)
- Files saved in PDF should be optimized supporting documentation (i.e. non-drawing files) (Optimized drawings are compressed and reduces the size of the file)
- Files saved in PDF should be optimized.
- Flat files required (no layer). Vector PDF and JPEG files will be acceptable for drawings.
- Documents should be bookmarked using file naming conventions required for submittal. [How to bookmark](#)
- Bookmarked documents **must not** be nested. (Nested documents are sequenced files in adobe)
- PDF packages and portfolios are **NOT** accepted.
- PDF's must **NOT** require a password in order to be viewable or searchable.

FILE NAMING CONVENTIONS

- All file names are limited to 70 characters.
- Each page must have a unique identifying name.
- All **CAPS** must be used on naming files.
- File names for **drawings** should include the first character of the drawing name, followed by the 3- digit sheet number. If decimals are needed in the sheet number, place a decimal after the 3rd digit, for example: S.001.99
- File names for **documents** should include the 3- digit sheet number followed by the document title. If decimals are needed in the sheet number, place a decimal after the 3rd digit, for example: 001.99. COM CHECK
- Corrected files should always be resubmitted with the SAME FILE NAME as the original submittal.

Note: If this is not followed the submitted file will appear as a NEW file, and not a correction to an existing file.

Permits

DRAWING/DOCUMENT TYPE	ABBREVIATION FOR DRAWING/DOCUMENT	SHEET NO.	FILE NAME EXAMPLE
INDEX	I	001-999	I1.1 SHEET INDEX
GENERAL	G	001-999	G1.1 GENERAL NOTES
DEMO	D	001-999	D1.1 BUILDING 1 DEMOLITION
SITE PLAN	SP	001-999	A1.1 ARCHITECTURAL SITE PLAN
ARCHITECTURAL	A	001-999	A1.2 FLOOR PLANS, WALL SECTIONS & DETAILS
LANDSCAPE	L	001-999	L1.1 PLANTING PLAN
STRUCTURAL	S	001-999	S1.1 STRUCTURAL FRAMING
ELECTRICAL	E	001-999	E1.1 ELECTRICAL LAYOUT
MECHANICAL	M	001-999	M1.1 MECHANICAL LAYOUT
PLUMBING	P	001-999	P1.1 PLUMBING LAYOUT
SWIMMING POOL	POOL	001-999	POOL.1 SWIMMING POOL PLANS
CIVIL	C	001-999	C1.1 DIMENSIONAL SITE PLAN
WINDSTORM	WIND	001-999	WIND.001 WINDSTORM
MANUAL J	MJ	001-999	MJ.001 MANUAL J
MANUAL D	MD	001-999	MD.001 MANUAL D
ELEVATION CERTIFICATE	EC	001-999	EC.001 ELEVATION CERTIFICATE
SPEC	SPECS	001-999	SPEC.001 SPECS
TAP APPLICATION	TAP	001-999	TAP.001 TAP APPLICATION
LETTER TO CONSTRUCT	LTC	001-999	LTC.001 LETTER TO CONSTRUCT
COM CHECKS	COMC	001-999	COMC.001 COM CHECKS
NOTICE OF INTENT	NOI	001-999	NOI.001 NOTICE OF INTENT
LETTER OF ENERGY	LOE	001-999	LOE.001 LETTER OF ENERGY
COMMISSIONING PLAN/REPROT	COMM	001-999	COMM.001 COMMISSIONING PLAN/REPORT

File Attachments (combined into one PDF) in Infor named as follows:

- **Plans**
 - Site Plan** – including plats, surveys, civil site plans and architectural site plans.
 - Architectural** - all architectural plans **(and MEPs combined- Residential only)**
 - MEPs** – all Mechanical, Electrical, and Plumbing drawings. **(Commercial only)**
 - Structural** - all drawings sealed by an engineer.
- **Documents** – any associated documents such as prerequisite checklist, utility letters, deferred submittals, energy forms, etc.

APPLICATIONS (Easement, Zoning, Plats, Public Improvements)

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DRAWING/DOCUMENT TYPE	ABBREVIATION FOR DRAWING/DOCUMENT	SHEET NO.	FILE NAME EXAMPLE
APPLICATION	A	001-999	A.001 APPLICATION
DISCLOSURE OF INTEREST	DOI	001-999	DOI.001 DISCLOSURE OF INTEREST
DEED	D	001-999	D.001 DEED
PLAT	PL	001-999	PL.001 PLAT
STORM WATER QUALITY MANAGEMENT PLAN	SWQMP	001-999	SWQMP.001 SWQMP
UTILITY PLAN	UP	001-999	UP.001 UTILITY PLAN
PEAK HOUR TRAFFIC FORM	PHT	001-999	PHT.001 PEAK HOUR TRAFFIC
APPOINTMENT OF AGENT	AOA	001-999	AOA.001 APPT OF AGENT
SURVEY	S	001-999	S.001 SURVEY
SITE PLAN	SP	001-999	SP.001 SITE PLAN
ARTICLE OF FORMATION	AOF	001-999	AOF.001- ARTICLE OF FORMATION
CIVIL	C	001-999	C.001- CIVIL
DOCUMENTS	DOC	001-999	DOC.001 DOCUMENTS (Sheet number followed by document title for each page)