City of Loveland

Eplan
File Naming Instructions

NAME: **TYPE_ SUBTYPE.PDF**

TYPE = Type of Submittal.

*Use PZ for Planning & Zoning Submissions,

*Use BP for Building Permit Submissions

*Use FIRE for separate Fire Department Submissions

SUBTYPE = Type of document**

**See Subtype Suggested naming standards below; if your document does not fit into one of the categories below please create a subtype that best describes the document.

Examples: PZ_APP.PDF or BP_DWG.PDF or FIRE_DATA.PDF

Planning & Zoning
SUGGESTED SUBTYPE LIST:

Application	APP
Checklist	CHK
Affidavit	AFFD
Affected property owner list	APO
Planning Drawings/Plans	DWG
Civil Construction Plans/PICP	CD
Photometric plan	PHOTO
Site plan	SITE
Landscape plan	LNDSP
Environmentally sensitive area rpt	ESAR
Environmental report	ENV
Existing Conditions Map	EDWG
Fire Flow Analysis	FIRE
Geotech Report	GEO
Legal Description	LEG
Mineral extraction report	MIN
Project Narrative	NAR
Letter of notification	NOTE
Petition	PET
Parking analysis	PRK
Surface owners list	SOL
Stormwater Management Plan	SWMP
Stormwater report	SWR
Traffic worksheet/Report	TIS
Title commitment report	TITLE
Vicinity Map	VIC
Response to Comments	RSP

Building Permit
SUGGESTED SUBTYPE LIST:

Application	APP
Checklist	CHK
Drawings/Plans	DWG
Code Analysis	CODE
Details of potential tenant space	DET
Energy Calculations	ECAL
Request for electrical service	EREQ
FEMA floodplain development app	FEMA
Hazardous materials inventory	HAZ
Project manual/Specs	MAN
Parking analysis	PRK
Outside water/sewer District receipts	RCPT
Roof Top Unit letters	RTULTR
Structural letter	STLTR
Structural calculations	STRCL
Traffic worksheet/Report	TIS
Water meter size justification letter	WAT
Wastewater discharge survey	WWDS
Response to Comments	RSP

Fire Department
SUGGESTED SUBTYPE LIST:

Application	APP
Drawings/Plans	DWG
Material Cut Sheets	DATA
Fire Alarm Calculations (Battery/Voltage)	FAC
Hydraulic Calculations	HYD