

### Project dox naming convention prior to upload.

Only upload individual sheets and all sheets should be numbered per the naming convention below.

Please do not upload all your drawings in 1 file.

You can zip all your files and upload them that way or just upload individual sheets.

### The standard for naming the pdf drawing file before it is to be uploaded to ProjectDox

A three or four digit numerical prefix shall be added to each PDF's drawing file prior to uploading to ProjectDox. The numbering sequence shall correspond to the list of drawings in the Drawing Index Table which is usually located on the cover sheet or near the beginning of the set of drawings that will be submitted for review and used for the working drawings at the construction site. If the number of sheets exceeds 999 use four digits. (See the Sample Drawing Index below).

The prefix must increase by 1 for each successive sheet in the plan set. Only use capital letters. Do not use space, or dots between words or numbers, instead use ONLY hyphens between words or numbers. Drawings must be placed in the 'Drawings' or 'As Built' folder, and other supporting information placed in the 'Documents' folder.

All sheets of plans must be a maximum of twenty-four (24) inches in width and thirty-six (36) inches in length and a minimum of 17" x 22."

### A list of some files that will be uploaded to ProjectDox.

**001-G-001-COVER-SHEET.pdf**

**002-G-002-DRAWING-INDEX.pdf**

**003-G-003-CODE-ANALYSIS-AND-GEN-INFO.pdf**

**010-A-301-BUILDING-SECTIONS.pdf**

**020-M-101-HVAC-PLANS-AND-SCHEDULES.pdf**

**025-E-102-SCHEDULES-AND-RISER-DIAGRAM.pdf**

Sample:

DRAWING INDEX			
SHEET NO.	SHEET NAME	SHEET NO.	SHEET NAME
GENERAL INFORMATION		STRUCTURAL	
G-001	COVER SHEET	S-001	ABBREVIATIONS & GENERAL INFORMATION
G-002	DRAWING INDEX	S-101	FOUNDATION AND ROOF PLANS
G-003	CODE ANALYSIS & GENERAL INFORMATION	S-201	SECTIONS AND DETAILS
		S-301	DETAILS
CIVIL		MECHANICAL	
C-001	SITE PLAN	M-001	ABBREVIATIONS & GENERAL INFORMATION
C-101	GRADING PLAN	M-101	HVAC PLANS AND SCHEDULES
ARCHITECTURAL		PLUMBING	
A-001	ABBREVIATIONS & GENERAL INFORMATION	P-001	ABBREVIATIONS & GENERAL INFORMATION
A-101	FLOOR PLAN - LEVEL 1	P-101	PLUMBING PLANS AND RISER DIAGRAM
A-102	FLOOR PLAN - LEVEL 2	ELECTRICAL	
A-201	EXTERIOR ELEVATIONS	E-001	ABBREVIATIONS & GENERAL INFORMATION
A-301	BUILDING SECTIONS	E-101	LIGHTING AND POWER PLANS
A-302	WALL SECTIONS	E-102	SCHEDULES AND RISER DIAGRAM
A-401	MILL WORK		
A-501	DETAILS		
A-601	SCHEDULES		

Each drawing file shall be uploaded separately in the **Drawings** folder. That way each sheet can receive an electronic stamp providing evidence of approval. Do not forget to leave a space in the upper right-hand corner of each sheet.

#### **Uploading revised sheets to ProjectDox.**

When resubmitting a revised sheet as the result of some changes made on it, the original file name shall not be altered in any way. For example: if there was some changes made on sheet **001-G-001-COVER SHEET.pdf** the revised PDF sheet file shall be uploaded using the same name **001-G-001-COVER SHEET.pdf**. Nothing should be different in the file name. If correctly upload, ProjectDox will generate the following file name: **001-G-001-COVER SHEET.pdf V2** alerting the reviewer that changes have occurred on that sheet.

#### **Adding new sheets to the existing set already in ProjectDox.**

The new Pdf file can be inserted wherever it appears in the revised Drawing Index Table by adding a letter at the end of the numerical prefix if necessary. See the sample below where some new sheets have been added in the drawings index. If the new sheets are added at the end of the list of sheets just continue the numerical sequence.

For Example:

**001-G-001-COVER-SHEET.pdf**

**002-G-002-DRAWING-INDEX.pdf**

**003-G-003-CODE-ANALYSIS-AND-GEN-INFO.pdf**

**008-A102-FLOOR-PLAN – LEVEL-1**

**008a-A1-03-REFLECTED-CEILING-PLAN-LEVEL-1.pdf**

**008b-A1-04-REFLECTED-CEILING-PLAN-LEVEL-2.pdf**

**010-A-301-BUILDING-SECTIONS.pdf**

**014-A-601-SCHEDULES.pdf**

**014a-A-801-INTERIOR-ELEVATIONS.pdf**

**020-M-101-HVAC-PLANS-AND-SCHEDULES.pdf**

**025-E-102-SCHEDULES-AND-RISER-DIAGRAM.pdf**

**026-I-001-ABBREVIATIONS-AND-GEN-INFO.pdf**

**027-I-101-EQUIPMENT-PLAN-AND-LEGEND.pdf**

Sample:

DRAWING INDEX				
SHEET NO.	SHEET NAME		SHEET NO.	SHEET NAME
GENERAL INFORMATION			STRUCTURAL	
G-001	COVER SHEET		S-001	ABBREVIATIONS & GENERAL INFORMATION
G-002	DRAWING INDEX		S-101	FOUNDATION AND ROOF PLANS
G-003	CODE ANALYSIS & GENERAL INFORMATION		S-201	SECTIONS AND DETAILS
			S-301	DETAILS
CIVIL			S-302	DETAILS
C-001	SITE PLAN		S-401	SPECIAL INSPECTIONS
C-101	GRADING PLAN		MECHANICAL	
ARCHITECTURAL			M-001	ABBREVIATIONS & GENERAL INFORMATION
A-001	ABBREVIATIONS & GENERAL INFORMATION		M-101	HVAC PLANS AND SCHEDULES
A-101	FLOOR PLAN - LEVEL 1		PLUMBING	
A-102	FLOOR PLAN - LEVEL 2		P-001	ABBREVIATIONS & GENERAL INFORMATION
A-103	REFLECTED CEILING PLAN - LEVEL 1		P-101	PLUMBING PLANS AND RISER DIAGRAM
A-104	REFLECTED CEILING PLAN - LEVEL 2		ELECTIRCAL	
A-201	EXTERIOR ELEVATIONS		E-001	ABBREVIATIONS & GENERAL INFORMATION
A-301	BUILDING SECTIONS		E-101	LIGHTING AND POWER PLANS
A-302	WALL SECTIONS		E-102	SCHEDULES AND RISER DIAGRAM
A-401	MILL WORK		EQUIPMENT	
A-501	DETAILS		I-001	ABBREVIATIONS & GENERAL INFORMATION
A-601	SCHEDULES		I-101	EQUIPMENT PLAN AND LEGEND
A-801	INTERIOR ELEVATIONS			

### *ePlans FAQs link*

<https://www.dekalbcountyga.gov/sites/default/files/user348/ePlansFAQs.pdf>

### *Suggestion on how to save your file before upload.*

When saving or plotting the CAD file to PDF set the "Orientation" to "Landscape" prior to uploading the file to ProjectDox. The PDF file shall be created by a type of CAD software that creates a vector image instead of a raster image (a scanned image that was save to a pdf).