



City of Helena

# FILE NAMING & STORAGE CONVENTIONS

Community Development Department  
Building Division

Original files first submitted by the applicant:

- A PERMIT APPLICATION form must be filled out and signed by the applicant. This form will provide the required information to begin the review process. Plans will not be reviewed without this completed and signed application. Application can be found at <http://www.helenamt.gov/cd/building-division.html>.

• **PLAN AND DOCUMENT SUBMITTAL:**

File name must have the **Address** and sheet **Description** (Ex. **2010 N Benton Ave-A-Plans**)

There shall be no special characters in the file name, hyphen (-) or underscore (\_) only permitted.

Plans must be submitted in a searchable vector PDF format (non-scanned). Each plan sheet must be bookmarked. Plan set shall be subdivided and saved into the following categories if set is large:

Construction Documents:

Site/Civil Plans	C-Plans	ex. C1.0, C1.1, C2.0, etc.
Landscape Plans	L-Plans	ex. L1.0, L1.1, L2.0, etc.
Architectural Plans	A-Plans	ex. A1.0, A1.1, A2.0, etc.
Structural Plans	S-Plans	ex. S1.0, S1.1, S2.0, etc.
MPE Plans	MPE-Plans	ex. M1.0, M1.1, P1.0, E1.0, etc.
Fire Protection Plans	FP-Plans	ex. FP1.0, FP1.1, FP2.0, etc.

And any other plan sections as applicable to the project.

Supporting documents to be uploaded as a single file for each different of document.

Supporting Documents:

Structural Calculations	STRUCTCAL
Project Specifications	SPECS
Soils Report	SOILREPORT

And any other supporting documents for the project

Once the plans are received by the City, staff will assign the TRAKiT number for the Permit and add it to the beginning of the submitted file.

Ex. **BCOM17-00076-2010 N Benton Ave-A-Plans**

City assigned TRAKiT No. - Applicant provided address-description

• **REVISED PLANS:**

File name shall include revision number, R1, R2, etc. Submit in the same categories as above.

Ex. **BCOM17-00076-2010 N Benton Ave-A-Plans-R1**

Plans and documents shall be divided into separate files.

File Folder Organization:

