



JUPITER COMMUNITY DEVELOPMENT SYSTEM

File Naming Procedure

Initial Submittal- File Category_(yearmonthday)

Examples

BuildingPlans_yymmdd	Plans, Drawing, Diagram, Sketch, Blue Print, Load Calcs
SupportingDocs_yymmdd	Application, Forms, NOC, Install Manual, Affidavit, Specs
NOA_yymmdd	Product Approval, Notice of Acceptance - ONLY
Survey_yymmdd	Survey, Legal Description – ONLY
EnergyCalcs_yymmdd	Signed Energy Calculations - ONLY

RWK - Rework (Corrected Plans, CKI, Checklist Items In)- **Prefix with permit number**

Permit Number_BuildingPlans_**RWK**_yyymmdd
Permit Number_SupportingDocs_**RWK**_yyymmdd
Permit Number_NOA_**RWK**_ yyymmdd
Permit Number_Survey_**RWK**_ yyymmdd

REV – Revisions- **Prefix with permit number**

Permit Number_BuildingPlans_**REV**_ yyymmdd
Permit Number_SupportingDocs_**REV**_ yyymmdd
Permit Number_NOA_**REV**_ yyymmdd
Permit Number_Survey_**REV**_ yyymmdd

Please:

- Use (_) underscore in place of (/) slash to separate each section
- Use complete case number – <year>-<number>-<suffix>(include leading zeros)