



**ELECTRONIC SUBMISSIONS**

For electronic submissions, our preferred file naming convention plan is provided below; the goal is to have all documents related to each new house submission labeled in this manner:

a) “Forms”

<b>(Address)-Form Name</b>	<b>Example</b>
(Address)-Manual J	501 Anfield Cove -Manual J
(Address)-ResCheck	501 Anfield Cove -ResCheck
Permit Application	501 Anfield Cove –Permit App
Builders Specifications	Builders Specifications
ACB proof of submission	ACB proof of submission
Contractor Acknowledgement forms	CAF-Plumber
Contractor Acknowledgement forms	CAF-Electrician
Contractor Acknowledgement forms	CAF-Mechanical

b) “Plans”

<b>(Address)-Plan Name</b>	<b>Example</b>
(Address)-Site Plan	501 Anfield Cove - Site Plan
(Address)- Actual Survey	501 Anfield Cove - Stamped Survey
(Address)-Architectural	501 Anfield Cove - Architectural
(Address)-Engineering	501 Anfield Cove - Engineering

**Note:** You may include all the engineering plans into a single PDF file (*Foundation, Wind Bracing, Roof Framing*) but TJI or other floor/roof truss documents need to be submitted in separate PDF files as shown in format below:

<b>(Address)-Plan Name</b>	<b>Example</b>
(Address)- TJI Engineering	501 Anfield Cove - TJI documents
(Address)- TJI Engineering	501 Anfield Cove - TJI placement diagram
(Address)- TJI Engineering	501 Anfield Cove - Floor/Roof Truss placement diagram
(Address)- TJI Engineering	501 Anfield Cove - Floor/Roof Truss profiles/data sheets