



File Naming Standards

Please follow these guidelines when uploading and naming all files, this ensures your submittal is processed efficiently. **All drawings must be uploaded in a single PDF file in landscape view. The application, calculations, and other non-plan documents required for your permit application must still be uploaded as their own PDFs separate from the drawings.**

STANDARDS

- Name your documents simply, with straightforward titles (see examples below).
 - City of Portland generated documents should be named the title of the document.
 - Note:** Do **not** include permit numbers, addresses, or any other identifiers in the document name.
- Filenames must be **fewer than 50 characters long**.
- Please name Calculation Packets as either **Supplemental** or **Replacement**.
Note: Supplemental Calculation Packets provide relevant information *in addition to* the original Calculation Packet. Replacement Calculation Packets provide *new information in replacement* of the original calculation packet.
- Supporting documents (calculations, reports, and other non-drawing files) should be searchable PDFs.
- Warning:** Do not create files with protected digital signatures or send certified PDFs.
- Do **not** send digitally signed, permissions-protected, or certified PDFs. If your drawings include this, simply Print to PDF or re-save to Reduced Size PDF.
- For the complete File Preparation requirements please refer to the [Applicant Single PDF Process Step & User Guide](#).

Below are two examples to use as a guide when naming your files.

