



City of Port Wentworth Development Services Department
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ELECTRONIC FILE STANDARDS & FILE NAMING CONVENTIONS

Use this document as a guide for electronic file standards and attachments.

Attachments: Portable Document Format (PDF) formatting requirements

The City of Port Wentworth only accepts PDF files for plan review. PDF is the industry standard for electronic plans.

PDF files must be formatted as described below:

- **Layers:**

- All documents are required to be flattened and full-size, one-to-one format.
- Drawing must be one set bookmarked by discipline (e.g., architectural, structural, etc.)
- Each plan sheet must be bookmarked to clearly identify and match the content of the page. (e.g., *A1.01-1 Floor plan*)

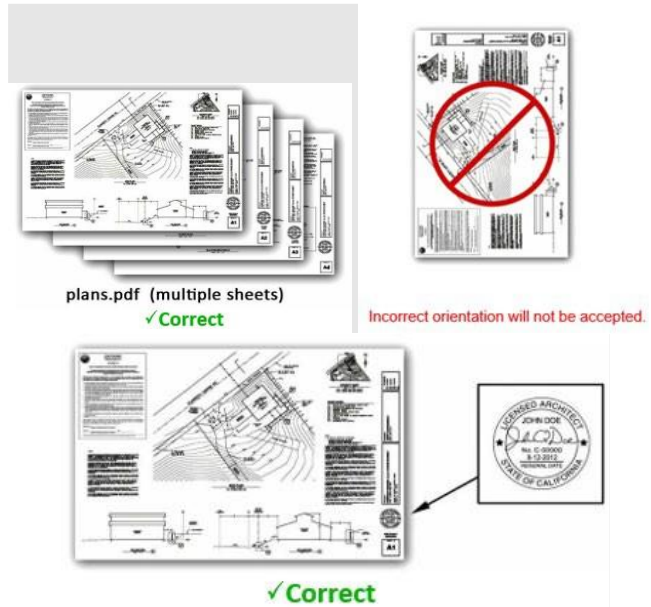
- **Format:**

- All plans must be legible and to scale in order to be reviewed.
- Drawings must be scaled and oriented correctly.
- Files must be unlocked or unprotected so that comments may be made by reviewers.
- All reports must be rotated so that the pages of the reports are upright.
- Hyperlink the detail callouts on the plan set.
- The completed submittal checklists and energy forms must be submitted in PDF format separate from the drawing files.

**This document does not substitute for codes and regulations.
The applicant is responsible for compliance with all codes and regulations.**

Drawing Standards

- Basic drawing elements including north arrow and scale bar must be present.
- Minimum plan size shall be 24" x 36" for commercial (min. 11" x 17" for residential)
- All sheets must be the same size (do not combine 24" x 36" sheets with 8 1/2" x 11", etc.)
- All text shall be readable, and no font shall be smaller than 10 point or equivalent.
- All sheets shall be oriented so that the top of the sheet corresponds with the top of the computer monitor (not rotated)
- A 5" x 5" space must be left blank in the top right-hand corner of each sheet & cover sheet of the drawings for the City of Port Wentworth to insert an approval stamp.
- Each plan sheet needs to include the project name and address in the title block.
- Plans cannot state "Not for Construction" Plans may state "For Agency Review."
- Site plans at 1" = 20' or larger scale
- Floor plans, elevations, and sections at not less than 1/8" = 1' scale (min 1/4" = 1' for residential floor plans)



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Electronic File Naming Conventions

Files need to be named concisely to describe the contents of the file document and to include the date and version number of the file.

Not all software interprets spaces consistently. No spaces are allowed anywhere in the file name. The underscore is acceptable in place of spaces.

Applications with files named inconsistently may be rejected.

Resubmittals

- Please use the same file name with updated date and version
- Please add your permit number after the file name

Revisions (post issuance)

- Please use the same file name with updated date and version
- Please add your permit number after the file name

Document Type	Type Description	File Name Examples
A	Applications	Fence Permit, Fire Sprinkler Permit, Sign Permit, New Commercial Building Permit, New Single Family Building Permit, etc.
C	Correspondence	All project correspondence such as from the: Project Applicant, Public, Other Agencies, City (i.e., Application Acceptance, Project Expiration, Project Rejection, Close Out Letter, Response Letter, etc.
CA	Calculations	Structural Calculations, Plumbing Calculations, Hydraulic_Calculations (Fire Sprinkler), ERU Calculations, etc.
F	Forms	Water Connection Form, Statement of Special Inspections, Energy Compliance, Elevation Certificates, Owner Authorization, etc.
LG	Legal Documents	CCRs (Covenants, Conditions, and Restrictions), Bill of Sale, Declaration of Covenants, Deed of Dedication, Easements, Impact Fee Deferrals, Lot Combinations, Recorded Plat, etc.

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MAP	Maps	Aerial Photography, Assessors Map, Vicinity Maps, Location Map, Plat Map, Short Plat Map, Survey (if separate from civil plans Topo Map), etc.
P	Permit Set	Including: Civil Construction Plans (Existing Conditions, Grading, Road, Utilities, Street Lighting, Wetland Mitigation, etc.), Elevations, Floor Plans, IFC, Plan Reductions, Renderings, Site Plans, Fire Suppression, etc.
PN	Project Narrative	Project Narrative
S	Surety Devices	Bonds, etc.
SC	Submittal Checklists	Building Permit Checklist, Fence Permit Checklist, etc.
SP	Spec Sheets	Shop Drawings, Product Specifications, etc.

The following are examples of the acceptable document types and file names based on the table above:

First Submission

[Project address or PIN]_[Document Type]_[File Name]_V[Review Version]_MM-DD-YY

123 Smith St_C_Response_Letter_VI_01-30-22

Resubmittals

[Project address or PIN]_[Document Type]_[File Name]_V[Review version]_Permit number_MM-DD-YY

123 Smith St_P_Civil_Construction_Plans_V2_240000_02-09-22

Revisions

[Project address or PIN]_[Document Type]_[File Name]_REV[Revision version]_Permit number_MM-DD-YY

123 Smith St_P_Civil_Construction_Plans_REVI_240000_02-10-22

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