

Building Division - Accela Document Naming Guide

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Document Category	Document Name	Accela Naming Conventions
Submittal Documents	<i>*category used for documents that must be created by applicant/designer</i>	<i>*Use date file is uploaded to Accela</i>
	Site Plan	Site Plan.MM.DD.YYYY
	Site Plan (SRA)	Site Plan (SRA).MM.DD.YYYY
	Construction Plans	Construction Plans.MM.DD.YYYY
	Ag Floor Plans	Ag Floor Plans.MM.DD.YYYY
	Grading Plan	Grading Plan.MM.DD.YYYY
	Structural Calculations	Structural Calcs.MM.DD.YYYY
	Energy Calculations	Energy Calculations.MM.DD.YYYY
	Erosion and Sediment Control Plan	Erosion and Sediment Control Plan.MM.DD.YYYY
	Photovoltaic (Solar) Plans	PV Plans.MM.DD.YYYY
	Sprinkler Plans	Sprinkler Plans.MM.DD.YYYY
	Hydraulic Calculations	Hydraulic Calculations.MM.DD.YYYY
	Truss Calculations	Truss Calculations.MM.DD.YYYY
	Soils Report (R1)	Soils Report (R1).MM.DD.YYYY
	Soils Report (R2)	Soils Report (R2).MM.DD.YYYY
	Septic Design	Septic Design.MM.DD.YYYY
	Flood Elevation Certificate	FEC.MM.DD.YYYY
	Load Calculations	Load Calculations.MM.DD.YYYY
	MS4 (Regulated Project)	MS4 (Regulated Project).MM.DD.YYYY
	Engineer Structural Letter	Engineer Structural Letter.MM.DD.YYYY
Forms	<i>*category used for county provided documents that need to be signed by applicant/agent</i>	
	ADA Construction Hardship	Construction Hardship.MM.DD.YYYY
	Ag (Electrical Requirements)	Ag (Electrical Requirements).MM.DD.YYYY
	Ag Letter of Intent	Ag Letter of Intent.MM.DD.YYYY
	Agent Authorization Form	Agent Authorization Form.MM.DD.YYYY
	Signed Contract	Contract.MM.DD.YYYY
	Alternate Design Materials	Alternate Design Materials.MM.DD.YYYY
	Approved Fabricator	Approved Fabricator.MM.DD.YYYY
	As-Built Electrical	As-Built Electrical.MM.DD.YYYY
	As-Built Plumbing	As-Built Plumbing.MM.DD.YYYY
	As-Built Mechanical	As-Built Mechanical.MM.DD.YYYY
	Building Application	Building Application.MM.DD.YYYY
	Burn Down Letter Request	Burn Down Letter Request.MM.DD.YYYY
	CalGreen Residential Measures	CalGreen Residential Measures.MM.DD.YYYY
	CalGreen Non-Residential Measures	CalGreen Non-Residential Measures.MM.DD.YYYY
	Construction Waste Management Plan	Construction Waste Management Plan.MM.DD.YYYY
	Demo with Electrical	Demo with Electrical.MM.DD.YYYY
	Electric Panels in the Flood Zone	Electric Panels in the Flood Zone.MM.DD.YYYY
	Erosion and Sediment Control (Small)	Erosion and Sediment Control (Small).MM.DD.YYYY
	Foundation Only	Foundation Only.MM.DD.YYYY
	Foundation Repair (Post and Pier)	Foundation Repair (Post and Pier).MM.DD.YYYY
	Greenhouse (Residential Accessory)	Greenhouse (Residential Accessory).MM.DD.YYYY
	Manufactured Home CSD Application	Manufactured Home CSD Application.MM.DD.YYYY
	Manufactured Home (Info Sheet)	Manufactured Home (Info Sheet).MM.DD.YYYY
	Manufactured Home (433A)	Manufactured Home (433A).MM.DD.YYYY
	MS4 (Small Project)	MS4 (Small Project).MM.DD.YYYY
	MS4 (Information Sheet)	MS4 (Information Sheet).MM.DD.YYYY
	MWELo	MWELo.MM.DD.YYYY
	Owner Builder	Owner Builder.MM.DD.YYYY
	Permit Expiration	Permit Expiration.MM.DD.YYYY
	Pole Structures in Flood Zone	Pole Structures in Flood Zone.MM.DD.YYYY
	Roof Permit	Roof Permit.MM.DD.YYYY
	Smoke/CO Certification	Smoke/CO Certification.MM.DD.YYYY
	SRA Exemption (Small Parcel)	SRA Exemption (Small Parcel).MM.DD.YYYY
	SRA Exemption Request	SRA Exemption Request.MM.DD.YYYY
	Temporary Hoops in Flood Zone	Temporary Hoops in Flood Zone.MM.DD.YYYY
	Temporary Mobile Home	Temporary Mobile Home.MM.DD.YYYY
	Underfloor Plumbing	Underfloor Plumbing.MM.DD.YYYY