



**Checklist Folder:** City of Phoenix Administrative Pre-log (uploaded by pre-log reviewer) and Plan Checklist (uploaded by applicant, if applicable)

**Drawings Folder** contains files to be reviewed and must meet the following requirements:

- Cover Sheet **must** contain a 4"x4" clear space for approval stamp
- Plan Sheets **must** be uploaded as individual files
- Files **must** be uploaded in landscape orientation, monochrome with white background and print ready
- File names **must** meet the following requirements:
  - 3-digit sequence number - Sheet number - Abbreviated sheet description
  - Sort in order matching the plan set index
  - Entire file name may not exceed 30 Characters including spaces

**EXAMPLE:**

**Index:**

Sheet Index	
CS	Cover Sheet
A1.0	Site Plan
E1.0	Electrical Floor Plan
E2.0	Electrical One Line Diagram
S1.0	Structural Details

**ProjectDox File Name:**

001 CS Covr Sht  
002 A1.0 SitePln  
003 E1.0 Elec Flr Pln  
004 E2.0 Line Dgrm  
005 S1.0 Struc Dtl

**Other ProjectDox Folders:** Contain the following and **DO NOT** need to be uploaded as individual files:

**Supporting Documents:** Calculations, specifications and any additional supporting documents required

**Reference Drawings:** Please include the following:

- 1 Combined PDF file of the Drawings named 0001 Combined Drawings (to assist in expedite Pre-log time)
- Plans for reference (i.e. City approved site plan or Grading Plan)