

File Naming Convention

The Town requests your assistance in adopting a standardized file naming convention. This will help streamline the review process and minimize the risk of misplaced information.

File Naming Format

[Permit Address]-[Abbreviation].PDF

File Type Abbreviations

The following table indicates the abbreviation as per type of document.

Document	Abbreviation
Application for a Permit to Construct or Demolish	Application
Architectural	Architectural
Central Lake Ontario Conservation Authority	CLOCA
Commitment to General Reviews by Architect and Engineers	CGR
Electrical	Electrical
Fire Protection	FP
Grading Plan	GP
Letter of Authorization	LOA
Mechanical	Mechanical
Schedule 1: Designer Information Form(s)	Schedule 1
Other	Other

Region of Durham Health Department	Septic
Site Plan	SP
Structural	Structural

Example:

The site plan for an application at 10 Main Street must be named:

10 Main St - SP.PDF

Thank you for your cooperation in implementing this standardized approach.

Please contact the Building Services Division by email at building@whitby.ca for any inquiries or concerns.

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