



BCWS E-Review File Naming Conventions

Please use the following File Naming Conventions when uploading files to the E-Review Portal. If these naming conventions are not followed, the submittal will not be accepted and the Applicant will receive a notification via email requesting that the documents be resubmitted following the below naming conventions.

Construction Drawings Submittals:

Item:	Name:	
Construction Drawings	Construction Drawings v (Insert submittal number)	
Letter of Intent	LOI v (Insert submittal number)	
Appendix F2	CD Appendix F2 v (Insert submittal number)	
Appendix F26	Appendix F26 v (Insert submittal number)	
Appendix F30	CD Appendix F30 v (Insert submittal number)	
Sewer Calculations	Sewer Calcs v (Insert submittal number)	
Water Calculations	Water Calcs v (Insert submittal number)	
Estimated Sewer Cost	Est Sewer Cost v (Insert submittal number)	If combined in one document: Est Sewer and Water Cost v (Insert Submittal number)
Estimated Water Cost	Est Water Cost v (Insert submittal number)	
Construction Drawings Mark Ups	CD Mark Ups v (Insert submittal number)	
Comment Letter	CD Comment Letter v (Insert submittal number)	
Comment Response Letter	CD Comment Response v (Insert submittal number)	

Plat Submittals:

Item:	Name:
Final Plat	Final Plat v (Insert submittal number)
Exempt Plat	Exempt Plat v (Insert submittal number)
Performance Bond Estimate	Performance Bond Est v (Insert submittal number)



Record Drawings Submittals:

Item:	Name:	
Record Drawings	Record Drawings v (Insert submittal number)	
Unrecorded Plat	Unrecorded Plat v (Insert submittal number)	
Recorded Plat	Recorded Plat v (Insert submittal number)	
Legal Description	Legal Description v (Insert submittal number)	
Certification Letter	Cert Letter v (Insert submittal number)	
Appendix F2	RD Appendix F2 v (Insert submittal number)	
Appendix F27	Appendix F27 v (Insert submittal number)	
Appendix F30	RD Appendix F30 v (Insert submittal number)	
Final Cost of Gravity Sewer	Final Cost GS v (Insert submittal number)	If combined in one document: Final Cost v (Insert submittal number)
Final Cost of Water	Final Cost Water v (Insert submittal number)	
Final Cost of Force Main	Final Cost FM v (Insert submittal number)	
Final Cost of Pump Station (w/Breakdown)	Final Cost PS v (Insert submittal number)	
Water Pressure Test	Water Pressure Test v (Insert submittal number)	
Water Tracer Wire Certification	Water Tracer Wire Cert v (Insert submittal number)	
Gravity Sewer Air Test	Air Test v (Insert submittal number)	If combined in one document: Air and Deflection Test v (Insert submittal number)
Gravity Sewer Deflection Test	Deflection Test v (Insert submittal number)	
Force Main Pressure Test	FM Pressure Test v (Insert submittal number)	
Force Main Tracer Wire Certification	FM Tracer Wire Cert v (Insert submittal number)	
Drawdown Test	Drawdown v (Insert submittal number)	
Generator Startup Report	Gen Startup Report v (Insert submittal number)	
Electric Account Info	Electric Acct Info v (Insert submittal number)	
Water Account Info	Water Acct Info v (Insert submittal number)	
Record Drawings Mark Ups	RD Mark Ups v (Insert submittal number) BCWS Use Only	
Record Drawings Comment Letter	RD Comment Letter v (Insert submittal number) BCWS Use Only	
Record Drawings Comment Response Letter	RD Comment Response v (Insert submittal number)	