

The following file names are required when uploading documents into ePlans



Each sheet type shall be uploaded individually

*****In instances where there are multiple sheets, include a sequence number or letter*****

Example: For the Engineering Water Plan & Profile

WA-1 for a single page or WA-2 if there are 2 pages, WA-3 if there are 3 pages and so on

Example: For the Engineering Sanitary Sewer Details

DT-4a for a single page or DT-4b if there are 2 pages, DT-4c if there are 3 pages and so on

Engineering Projects

File Extensions will be .pdf or .dwf

Engineering Permits To Construct

Full Sheet Name	Comments	Required File Name
Application for Permit to Construct		Application for PTC
Final Submittal Checklist		Final Submittal Checklist
Geotechnical & Subsurface Investigation Report		Geotechnical Report
Sanitary Sewer Design Report		Sewer Design Report
Water System Design Report	<i>Water System Model</i>	Water Design Report
Drainage Design Report	<i>Runoff Calcs & Detention Sizing</i>	Drainage Report
Traffic Impact Analysis (T.I.A.)		Traffic Impact Analysis
Cover Sheet	<i>Typically a single sheet</i>	CS-1
Notes & Legends		NL-1 to NL-x
Final Plat	<i>Typically a single sheet</i>	FP-1
Overlot Grading Plan		OG-1 to OG-x
Detailed Grading Plan		DG-1 to DG-x
Erosion & Sediment Control Plan		EC-1 to EC-x
Final Drainage Plan		FD-1 to FD-x
Overall Utility Plan		OU-1 to OU-x
Electrical & Dry Utility Plan		EL-1 to EL-x
Temporary Traffic Control	<i>During construction</i>	TR-1 to TR-x
Signing & Striping Plan		SI-1 to SI-x
Sanitary Sewer Plan & Profiles		SA-1 to SA-x
Water Plan & Profiles		WA-1 to WA-x
Storm Sewer Plan & Profiles		SW-1 to SW-x
Erosion & Sediment Control Details		DT-1a to DT-1x
Street Details		DT-2a to DT-2x
Signing & Striping Details		DT-3a to DT-3x
Sanitary Sewer Details		DT-4a to DT-4x
Water Details		DT-5a to DT-5x
Storm Sewer Details		DT-6a to DT-6x

File Extensions will be .pdf or .dwf

Permits To Grade	Full Sheet Name	Comments	Required File Name
	Application for Permit to Grade		Application for PTG
	Cover Sheet	<i>Typically a single sheet</i>	CS-1
	Overlot Grading Plan		OG-1 to OG-x
	Detailed Grading Plan	<i>More detail, spot elevations</i>	DG-1 to DG-x
	Erosion & Sediment Control Plan		EC-1 to EC-x
	Erosion & Sediment Control Details		DT-1a to DT-1x

Residential Building Projects Covered by the International Residential Code

FOLLOW CURRENT INTERNATIONAL BUILDING CODE CYCLE go to www.gillettewy.gov
 City Government>Current City Code>Chapter 5 Building (Codes, Fees Licensing)
 City Government>City Code>Chapter 17 Utilities (Water, Sewer & Electrical Tap Fees)

DOCUMENTS FILE:	REQUIRED FILE NAMES:
Cover Sheet	Cover.pdf
ResCheck Report OR	ResCheck.pdf
Energy Code Information	Energy.pdf
Geotechnical/Soils Report	Soils.pdf
Building Permit Application	Appl.pdf
DRAWINGS FILE:	REQUIRED FILE NAMES:
Plot Plan by Design Professional	Plot Plan.pdf
Footing & Engineered Foundation Plan	Foundation.pdf
Basement Floor Plan	Basement Floor Plan.pdf
First Floor Plan	First Floor.pdf
Second Floor Plan	Second Floor.pdf
Third Floor Plan	Third Floor.pdf
Cross & Longitudinal Sections	Sections.pdf
Elevation Plans	Elevations.pdf
Roof Framing	Roof Framing.pdf
Floor Framing	Floor Framing.pdf
Deck Framing	Deck.pdf

SIGN PROJECT FILE NAME REQUIREMENTS

DOCUMENTS FILE:	REQUIRED FILE NAMES:
Cover Sheet	Cover.pdf
Site Plan	Site Plan.pdf
DRAWINGS FILE:	REQUIRED FILE NAMES:
Sign Attachment Drawing	Sign Attachment.pdf
Sign(s) Design Plan	Sign Design.pdf
Awning Design	Awning Design.pdf
Wall mount sign	Wall mount sign.pdf
Monopole sign	Monopole sign.pdf
Monopole Engineered Foundation Design	Monopole Engineered Fnd.pdf

Commercial Building Inspection Projects

FOLLOW CURRENT INTERNATIONAL BUILDING CODE CYCLE go to www.gillettewy.gov
 City Government>Current City Code>Chapter 5 Building (Codes, Fees Licensing)
 City Government>City Code>Chapter 17 Utilities (Water, Sewer & Electrical Tap Fees)

File Extensions will be .pdf or .dxf

Commercial Buildings and Structures	
DOCUMENTS FILE:	REQUIRED FILE NAMES
GENERAL SHEETS	G-001 List of Sheets & Symbols.pdf
	G-101 Location & Area Maps.pdf
	G-103 Phasing Plans.pdf
CIVIL PLANS	C-001 Symbols & Legends.pdf
	C-010 Overall Site Plan.pdf
	C-020 Site Demolition Plan.pdf
	C-030 Grading Plan.pdf
	C-040 Site Utilities Plan.pdf
	C-050 General Landscape Plan.pdf

DRAWINGS FILE:	REQUIRED FILE NAMES
ARCHITECTURAL PLANS	LS-101 Code Data-Life Safety.pdf
	A-001 Notes & Symbols.pdf
	A-101- First Floor Plan.pdf
	A-150- First Floor Reflected Ceiling Plan.pdf
	A-201-Elevations.pdf
	A-301 Building Sections.pdf
	A-401 Large Scale Plans.pdf
	A-501 Exterior Details.pdf
	A-550 Interior Details.pdf
	A-601 Schedules.pdf
	A-701 First Floor Finish Plan.pdf
A-801 Room Finish Schedules.pdf	
STRUCTURAL PLANS	S-001 General Symbols & Legends.pdf
	S-101 Foundation Plan.pdf
	S-150 Roof Framing Plan.pdf
	S-201 Foundation Wall Elevations.pdf
	S-301 Sections.pdf
	S-401 Large Scale Plans.pdf
	S-501 Foundation & Framing Details.pdf
	S-601 Schedules.pdf
FIRE	F-001 Notes & Symbols.pdf
	F-101 Fire protection/Suppression Plans.pdf
	F-150 Fire Detection & Alarm.pdf
MECHANICAL PLANS	M-001 Notes & Symbols.pdf
	M-050 Mechanical Site Plans.pdf
	M-101 Mechanical HVAC.pdf
	M-401 Large Scale Plans.pdf
	M -601 Schedules & Diagrams.pdf
	M-701 Mechanical Demolition.pdf
	M-801 Mechanical Piping & Gas.pdf
PLUMBING PLANS	P-001 Symbols & Notes.pdf
	P-050 Plumbing Site.pdf
	P-101 Plbg Domestic Water,Sanitary,Storm Drainage.pdf
	P-301 Riser Diagrams.pdf
	P-601 Plumbing Schedules.pdf
	P-701 Plumbing Demolition.pdf

DOCUMENTS FILE:	REQUIRED FILE NAMES
ELECTRICAL PLANS- Including low voltage	E-001 Notes & Symbols.pdf
	E-050 Electrical Site.pdf
	E-101 First Floor Lighting.pdf
	E-150 First Floor Power.pdf
	E-401 Large Scale Plans.pdf
	E-601 Electrical Riser Diagram.pdf
	E-650 Electrical Panel Schedule.pdf
E-701 Electrical Demolition.pdf	
GENERAL DOCUMENTS	Geotech Report.pdf
	Job Specifications.pdf
	ComCheck Requirements.pdf

Planning Projects

File Extensions will be .pdf or

Full Sheet Name	Comments	Required File Name
Annexation Plat		AP-1 to AP-x
Development Plan	<i>Includes title page, site development plan and landscape plan</i>	DP-1 to DP-x
Commercial Site Plan - Minor		CSPM-1 to CSPM-x
Commercial Site Plan - Major		CSP-1 to CSP-x
Final Plat - Minor Subdivision		SFPM-1 to SFPM-x
Sketch Plat - Major Subdivision		SSP-1 to SSP-x
Preliminary Plat - Major Subdivision		SPP-1 to SPP-x
Final Plat - Major Subdivision		SFP-1 to SFP-x
Sketch Plat - Planned Unit Development		PUD SSP-1 to PUD SSP-x
Preliminary Plat - Planned Unit Development		PUD SPP-1 to PUD SPP-x
Final Plat - Planned Unit Development		PUD SFP-1 to PUD SFP-x
Condominium Plat		CP-1 to CP-x
Easement Vacate	<i>Map showing area to be vacated</i>	EVM-1 to EVM-x
Right of Way Vacate	Map	ROWV-1 to ROWV-x