

The North Central Texas Council of Governments (NCTCOG) Regional Codes Coordinating Committee (RCCC) has encouraged the adoption of model building codes and regionally produced building code amendments for over fifty years. By encouraging cities to adopt standardized codes and regional amendments, NCTCOG has helped North Central Texas municipalities reduce the cost of training codes personnel. These efforts have also made it easier for contractors, builders, and developers to do work from city to city throughout the region, thereby reducing overall construction costs.

The RCCC has developed a series of Technical Guidance Resources. These Technical Guidance Resources provide additional supporting documents and guidelines for the voluntary adoption by municipalities in the North Central Texas region. They are intended to be used as a best management practice when implementing various aspects of the building code review, amendment, or other elements associated with building codes. Local governments may modify these Technical Guidance Resources to accommodate their local ordinances, code requirements, and procedures.

Technical Guidance Resource #1 - Electronic Plan Submittal Guideline

The Technical Guidance Resource #1 – Electronic Plan Submittal Guideline, is intended to support the standardization of the process by which electronic plan documents are submitted. Cities in North Texas are increasingly moving to partial or full implementation of electronic plan submittals. The variety of city requirements and practices currently underway with regards to electronic plan submittals, has created additional requirements, confusion, and challenges in the design and construction industry in complying with these varying requirements.

The RCCC is recommending adoption of this Electronic Plan Submittal Guideline by cities in the North Central Texas region in order to standardize the process by which electronic plans are submitted.

IMPORTANT NOTE: The Electronic Plan Submittal Guideline applies to all plan submittals except Homestead Residential.

1. File Naming Convention Recommendations:

The regional recommended file naming convention is based on the American Institute of Architects (AIA) file naming system. Each city can adjust the suggested template below as needed. In the example provided below, the text is highlighted in the same color as the corresponding naming system included in the companion document **Proposed Numbering System**.

The plan sheets should be submitted as separate pages and should be given a file name in the following format:

[Optional Unique Identifier]_[Discipline Designator (Level 1 and/or Level 2)]_[Sheet Type Designator]_[Sheet Sequence Number]_[Description]

Example: R000001_AE_1_01_Details

- **Optional Unique Identifier** – This is optional and will be based on each organization's preferences for file sorting and will be software specific.
- **Discipline Designator (Level 1 and/or Level 2)** - A list of accepted Level 1 and Level 2 discipline codes is included in **Tables A and B** in the Proposed Numbering System companion document. The discipline designator indicates the category of the material included in the file/layer.
- **Sheet Type Designator** - This indicates the sheet type of the file; a list of accepted sheet type designations is included in **Table C** in the Proposed Numbering System companion document.
- **Sheet Sequence Number** – This two digit number identifies each sheet chronologically within the same discipline and sheet type series of the document.
- **Description** – This is the sheet-specific description and should provide enough detail to determine what the sheet includes. Example: First or second floor, directional information (N, S, E, W), etc.

2. Revisions: When submitting revised plan sheets, include the entire original file name and add V2 at the end for the first revision (which will indicate Version 2 of that file). For additional revisions, V3, V4, etc. should be added to the end of the file name.

Example: R000001_AE_1_01_Details_V3 (for second revision, which is version 3 of the file).

IMPORTANT NOTE: File names should not exceed 200 characters.

(Each city that uses this template should expand on their requirements as listed below)

1. How/what kind of file formats are accepted.
 - i. Examples of file formats: scanned document, digital PDF, etc.
 - ii. Examples of how files are accepted: email, drop box, flash drive, etc.
2. Processes to handle plans that require revisions and comments.
3. Recommendations on Electronic Signatures (are they required or not required?).