

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

All files must be named using the following format:

[Year]-[Permit Address]-[File type].PDF

File Type Abbreviations

Use the following three-character codes to identify the type of document:

Document Description	Code
Application to Construct or Demolish Form	ACD
Architectural	ARC
CLOCA	CLO
Commitment to General Review Form	CGR
Energy Efficiency Design Summary Form	EED
Engineered Floor	ESF
Engineered Roof	ESR
Grading Plan	GPL
Grading, Servicing and Drainage Permit from Engineering (GSDP)	GSD
HVAC	HVA
Letter of Authorization	LOA
Other	OTH

Region of Durham Health Department (Septic System)	RDH
Schedule 1	SC1
Site Plan	SPL
Structural	STR

Example:

The site plan for a 2025 application at 10 Main Street, the file name would be:

2025-10-Main-St-SPL.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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