

## **Formatting PDF files for Uploading into ProjectDox**

July 2025

### **General Instructions**

- **Do not** include the address, street name, lot or file number in the file name
- File names must be consistent with the contents of the file
- Each drawing type must be submitted as a single, multi-page PDF file
- Applications will not be accepted if submitted inconsistently with the instructions outlined below

The following are examples of how files are to be named. Please note that this is not meant to be an exhaustive list.

### **Examples of Proper File Naming**

#### **1. Drawings Folder**

Files uploaded to this folder are to be named as follows:

- Architectural.pdf
- Structural.pdf
- Mechanical.pdf
- Electrical.pdf
- Civil.pdf
- Landscape.pdf
- Fire Suppression.pdf

*Note: Not all drawings and documents listed above may be required for every type of permit application*

#### **2. Documents Folder**

Files uploaded to this folder are to be named as follows:

- Building Permit Application.pdf
- Letter of Authorization.pdf
- HPO.pdf

- Schedule B **Insert Discipline Here**.pdf
  - Schedule B Structural.pdf
  - Schedule B Architectural.pdf
  - Schedule B Geotechnical.pdf
- Soil Classification Report.pdf
- Geotechnical Report.pdf
- Step Code Compliance Report.pdf
- HOIS Report.pdf / Energuide Report.pdf
- F280 Main Unit.pdf
- F280 Secondary Suite.pdf
- Pre-design checklist.pdf
- Post-design checklist.pdf
- Fraser Health Sewage Disposal Filing.pdf

*Note: The list above is typical for submissions related to Single-family homes. Not all drawings and documents may be required for every type of permit application.*

**City of Chilliwack**  
Building Department  
8550 Young Road  
Chilliwack, BC V2P 8A4

Phone: 604-793-2905  
Email: [building.department@chilliwack.com](mailto:building.department@chilliwack.com)

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