Use the following names for submitted files:

BUILDING
BLD_ProjectAddress_Archt *(for Architectural Plan)*
BLD_ProjectAddress_Struct *(for Structural Plan)*
BLD_ProjectAddress_Site (for Site Plan)
BLD_ProjectAddress_SoilsReport *(for Soils Report)*
BLD_ProjectAddress_Struct-Calc *(for Structural Calculations)*
BLD_ProjectAddress_Title24
BLD_ProjectAddress_Owner_Permission
BLD_ProjectAddress_Grad-Drain (or Grading and Drainage Plans)
BLD_ProjectAddress_Mech
BLD_ProjectAddress_Elec
BLD_ProjectAddress_Plum
BLD_ProjectAddress_Hydrology

   For other files not listed above use the following format
   BLD_ProjectAddress_(insert the type of document)

PLANNING
PLN_ProjectAddress_Archt
PLN_ProjectAddress_Owner_Affidavit
PLN_ProjectAddress_Survey

   For other files not listed above use the following format
   PLN_ProjectAddress_(insert the type of document)

PUBLIC WORKS
PWD_ProjectAddress_Owner_Permission
PWD_ProjectAddress_Site (for Site Plan)
PWD_ProjectAddress_CrtLib (for Certificate of Liability)