Creating The Project Folder

- Parentheses
- Underscore
- Parentheses

- B17-1678 (1300 Seaport Blvd_TI Google)
- RWC#
- Space
- Address
- Brief Short Description

Within The Project Folder

Create a Folder For Each Submittal

| PC1 | First Submittal | 9/14/2016 1:12 PM | File folder |
| PC2 | Second Submittal | 12/23/2016 8:41 AM | File folder |
| PC3 | Third Submittal | 1/12/2017 10:51 AM | File folder |
| PC4 | Fourth Submittal | 2/9/2017 2:14 PM | File folder |

- B17-1678 PC1 (1300 Seaport Blvd_TI Google)
- B17-1678 PC2 (1300 Seaport Blvd_TI Google)
- B17-1678 PC3 (1300 Seaport Blvd_TI Google)
- B17-1678 PC4 (1300 Seaport Blvd_TI Google)

All Comment & Final Letters Are Kept Outside The Submittal Folder

Initial Definitions

- PC1 → Plan Check One
- PCF → Plan Check Final
- FC1 → Fire Check One
- FCF → Fire Check Final

Within The Plan Check Folders

- B17-1678
- Plans PC2
- Response Letter PC2
- Special Inspections PC2
- Structural Calculations PC2
- Structural Response Letter PC2

Plan Check Submittal Numbers. Prevents Plan Reviewers From Reviewing Incorrect Re-Submittals.