





South Carolina  
Department of Transportation

## Design-Build File Naming Conventions

**Shop Drawings** - The Shop Drawing Number shall be a 3 digit number (001-999). Each Shop Drawing shall have a unique Shop Drawing Number. Revisions to a file shall have the same Shop Drawing Number but are denoted with a revision number as detailed below. The first Page in each Shop Drawing Submittal shall be a completed Transmittal Form and all supporting documentation shall be in the same PDF file. Revised Shop Drawing shall include edited sheets, additional sheets, and all original sheets which remain valid. The Document Names shall be consistent throughout the project and clearly identify the file.

- Format: SD-ShopDrawingNumber\_PROJECTID\_DocumentName  
*Example: SD-001\_ P038115\_Bearing Pads*

Revisions to a file shall be denoted with an underscore R and the revision number (\_R#) after the Document Number.

- Format: SD-ShopDrawingNumber\_R#\_PROJECTID\_DocumentName  
*Example: SD-001\_R1\_ P038115\_Bearing Pads*