



Town of Tiburon

Community Development Department-Building Division

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ETRAKiT File Naming Guide

When files are uploaded into eTRAKiT there is a lot of information that could be used to describe the file. To help provide uniformity and consistency please adhere to the following guidelines:

1. The minimum file names require the following items in the following order:
 - a. Project Address – Example: 1505 TIBURON BLVD
 - b. Document Type – Example: PLANS

Minimum File Name Examples:

PROJECT ADDRESS, DOCUMENT TYPE

1505 TIBURON BVD, STRUCTURAL PLANS

1505 TIBURON BVD, CALCULATIONS

1505 TIBURON BVD, FULL PLAN SET AND CALCULATIONS

No special characters can be utilized in the naming convention (example: &, %, @ etc.) Special characters will not allow the file to open.