City of West Palm Beach
Engineering Services Department
Construction Administration
Infrastructure Naming & Labeling Standard

Plan Sheet Naming Standard

Required Files

- **Cover Sheet –** A project cover sheet shall be included in the submittal.
- **Index Sheet –** A project index sheet shall include all plan sheet names.

Sheet names for drawings submitted should include the first character of the discipline name followed by a 3-digit sheet number.

Sheet ID – First character shall represent the discipline area as listed in Figure 1.

Sheet Number – Shall be a 3-digit number with leading zeros. Note: If decimals are needed, place decimal after the 3rd digit (ex. A001.99.)

Figure 1

Discipline	Sheet ID	Sheet Number	Example File Names
Cover Sheet	CS	001	**CS001**
Index Sheet	IS	001-999	**IS001**
Demolition	DM	001-999	**DM001**
Survey / Topographic	SU	001-999	**SU001**
Architectural	A	001-999	**A001**
Structural	S	001-999	**S001**
Potable Water	PW	001-999	**PW001**
Gravity Sewer	GS	001-999	**GS001**
Force Main Sewer	FM	001-999	**FM001**
Lift Station	LS	001-999	**LS001**
Stormwater / Drainage	SW	001-999	**SW001**
Landscape	LS	001-999	**LS001**
Irrigation	IR	001-999	**IR001**
Street Lighting	SL	001-999	**SL001**
Traffic Design	TD	001-999	**TD001**
Roadway / Parking	R	001-999	**R001**
Pollution Control Plan	PC	001-999	**PC001**
Details / General Notes	D	001-999	**D001**

File Naming Standard

File ID – File names for electronic submission shall conform to the following naming format:

A1 – CWPB E1234567

A1 = **"A"** Designates this as an Architectural file and **"1"** designates the file number. Subsequent files would be identified as A2, A3, etc. Once a file name has been established, all plan revisions shall be submitted utilizing the original file name.

CWPB E1234567 = Designates this as a submission for the City of West Palm Beach Engineering Services Department permit for site development or utility infrastructure construction. The number series prefixed by **"E"** is the assigned project name.

Plan Element Labeling

The following examples detail the minimum information required in identifying and labeling plan elements for design drawings, construction plans, and final record drawings.

Utilities – Water Distribution

(Straight run pipe - Water Main– maximum labeling interval 100')

12" DIP Water Main
Sta. 123.45 + 67, Rt. 12.34'
T.O.P. 12.34'

(Fitting – Each)

12" DIP 45°
Sta. 123.45 + 67, Lt. 12.34'
T.O.P. 12.00'

(Valves – Each)

24" RSW Gate Valve # 11
Sta. 1234.56 + 78, Lt. 1.23'
T.O.N. 8.50'

(Hydrant – Each)

Hydrant # 34
America's Finest Hydrants
Max. Flow 1250 GPM
Sta. 123.45 + 67, LT. 11.00'
Top of Breakaway Flange 12.50'

(Meter Service – Each) (3/4" to 2" Service Only – 3" and Larger Must Be Detailed As Pipe Runs)

2" Water Service Line # 5
2" Water Meter Box
Poly Tube
Sta. 123.45 + 67, Rt. 12.00'
Tap El. 6.50'

(Air Release Valve – Each)

2" Air Release Valve
Concrete Vault
Sta. 123.45 + 67, RT. 6.00'
Pipe El. 6.50

(Service Blowoff - Each)

2" Service Blowoff
Cooper Service Line
Sta. 123.45 + 67, RT. 6.00'
Tap El. 6.45'

(Backflow – Each)

8" DDC Fire Line
Sta. 123.45 + 67, RT. 8.00'

Utilities – Sanitary Collection Force Main

(Straight run pipe - Sanitary Force Main– maximum labeling interval 100')

12" DIP Force Main
Sta. 123.45 + 67, Rt. 12.34'
T.O.P. 12.34'

(Fitting – Each)

12" DIP 45°
Sta. 123.45 + 67, Lt. 12.34'
T.O.P. 12.00'

(Valves – Each)

24" RSW Gate Valve # 17
Sta. 1234.56 + 78, Lt. 1.23'
T.O.N. 8.50'

(Air Release Valve – Each)

2" Air Release Valve
Concrete Vault
Sta. 123.45 + 67, RT. 6.00'
Pipe El. 6.50

Utilities – Sanitary Collection Gravity Main

(Straight run pipe – Sanitary Gravity Main– maximum labeling interval 100')

8" SR-26 Sanitary Main
Sta. 123.45 + 67, Rt. 12.34'
T.O.P. 12.34'
Slope .31%

(Fitting – Each)

8" Transition Coupling
Sta. 123.45 + 67, Lt. 12.34'
T.O.P. 12.00'

(Sanitary Manhole – Each)

Sanitary Manhole # 12
Sta. 123.45 + 67, Lt. 12.34'
Rim El. 12.00'
North Inv. 6.00'
South Inv. 6.30' (Provide pipe material information for existing pipe connections)
East Inv. 5.90'

(Sanitary Lateral Cleanout / Single Service– Each)

Lateral Cleanout # 29
4" PVC
Sta. 123.45 + 67, Rt. 12.34'
Lid El. 12.30'

(Sanitary Lateral Cleanout / Double Service– Each)

List Individual Laterals As Detailed Above & Branch Wye As Listed Below

Lateral Branch Wye
Sta. 123.45 + 67, Rt. 12.34'
El. 6.67'

Drainage – Stormwater Collection Gravity Main

(Straight run pipe – Stormwater Gravity Main– maximum labeling interval 100')

18" RCP Stormwater Main
Sta. 123.45 + 67, Rt. 12.34'
T.O.P. 12.34'
Slope .31%

(Fitting – Each)

18" Repair Band
Sta. 123.45 + 67, Lt. 12.34'
T.O.P. 12.00'

(Stormwater Manhole – Each)

Stormwater Manhole # 12
Sta. 123.45 + 67, Lt. 12.34'
Rim El. 12.00'
North Inv. 6.00'
South Inv. 6.30' (Provide pipe material information for existing pipe connections)
East Inv. 5.90'

(Inlet – All Types)

Type – X
Grate El. 12.50'
Bottom El. 5.50'
FL El. 8.50
North Inv. 6.00'
South Inv. 6.20'

Roadway

(Roadway Crown – Finished Elevation – maximum labeling interval 100')

Crown - Asphalt Fin. Grade
Sta. 123.45 + 67, Lt. 12.34'
El. 12.27'

(Curb – All Types - maximum labeling interval 100')

D-Curb
Sta. 123.45 + 67, Lt. 12.34'
Top of Curb El. 12.25'

(Sidewalk – Finished Elevation - maximum labeling interval 100')

Concrete Fin. Grade
Sta. 123.45 + 67, Lt. 12.34'
El. 12.27'

(Ramp – Each)

Sidewalk Curb Ramp
Toe of Ramp El. 12.70'
Top of Ramp El. 13.20'
Slope 5%

(Thermoplastic)

Stop Bar
24" White Thermoplastic

Street Lighting

(Street Light Pole – Each)

Street Light # 26
13' Single Street Light
Sta. 123.45 + 67, Lt. 12.34'
Pole Model: American Pole Co. A-123
Fixture Model: Best Lighting Co. B-50
82W LED

(Straight run conduit - Street Lighting– maximum labeling interval 100')

2" PVC Conduit
14AWG (3 wire)
Sta. 123.45 + 67, Rt. 12.34'
T.O.P. 12.34'

Pull Box
Box Model: Acme Pull Box Co. L-50
Sta. 123.45 + 67, Rt. 12.90'

(Electrical Cabinet – Each)

Street Lighting Cabinet # 1
NEMA 3 Enclosed
240V Disconnect
Serving Street Lights 1-27

Irrigation

(Straight run pipe – maximum labeling interval 100')

3" PVC Irrigation Main
Sta. 123.45 + 67, Rt. 12.34'
T.O.P. 12.34'

(Straight run conduit – maximum labeling interval 100')

2" PVC Conduit
14AWG (3 wire)
Sta. 123.45 + 67, Rt. 12.34'
T.O.P. 12.34'

Pull Box
Box Model: Acme Pull Box Co. L-50
Sta. 123.45 + 67, Rt. 12.90'

(Fitting – Each)

3" Sch. 80 - 45°
Sta. 123.45 + 67, Lt. 12.34'
T.O.P. 12.00'

(Valves – Each)

3' Zone Valve
Zone Valve # 7 - 27GPM
Sta. 1234.56 + 78, Lt. 1.23'
T.O.N. 8.50'

3" Brass Shutoff Valve
Sta. 1234.56 + 78, Lt. 1.23'

(Heads – Each) (May Identify By Legend Number)

Bubbler
Model: Acme Irrigation Co. M-12B
2GPM

15' Half Spray Head
Model Acme Irrigation Co. M-13S
3GPM

(Components – Each)

Flow Sensor
Acme Flow Control, Inc.
Sta. 1234.56 + 78, Lt. 4.23'

(Controller – Each)

Irrigation Controller # 1
Model: Acme Irr. Control Systems, Inc., Model Z-24
Control Zones 1-21
Sta. 1234.56 + 78, Lt. 40.23'

(Electrical Cabinet – Each)

Irrigation Electrical Cabinet # 2
NEMA 3 Enclosed
120V Disconnect
Serving Irrigation Controller # 1

Landscape

(Hardscape Elements – Each)

Trash Receptacle
Model: Acme Park Furniture, Inc., Model TR-36
Sta. 123.45 + 67, RT. 16.00'

(Decorative Landscape Lighting – Each)

Landscape Light # 20
Domed Pathway Light
Sta. 123.45 + 67, Lt. 12.00'
Fixture Model: Best Lighting Co. P-621
50W LED

(Straight run conduit – Landscape Lighting– maximum labeling interval 100')

2" PVC Conduit
14AWG (3 wire)
Sta. 123.45 + 67, Rt. 12.34'
T.O.P. 12.34'

Pull Box
Box Model: Acme Pull Box Co. L-50
Sta. 123.45 + 67, Rt. 12.90'

(Electrical Cabinet – Each)

Park Electrical Cabinet # 1
NEMA 3 Enclosed
240V Disconnect
Serving Landscape Lights 1-46

(Trees – Each or Group) (Plant Material Legend Shall Include Specific Information)

14 - Highrise Rise Oaks
24' OA, 8' CT

(Underplanting / Groundcover)

255 - Dwarf Fire Bush
3' x 2', 24"OC

Layer Naming Standard

Layers for design and record drawings shall conform to Technical Specification Section 01720, Record Drawings, Part 1, 1.8 and shall be named as follows:

Cover Sheet
Index Sheet
Demolition
Survey / Topographic
Architectural
Structural
Potable Water
Gravity Sewer
Force Main Sewer
Lift Station
Stormwater / Drainage
Landscape
Irrigation
Street Lighting
Roadway / Parking
Pollution Control Plan
Details / General Notes