



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**DESIGN DIVISION**  
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**INSTRUCTIONAL BULLETIN NO. 13-5  
Regarding PDF Naming Convention**

**Effective immediately**, plans submitted for final construction turn-in, shall include the following pre-fix to each sheet in the pdf portfolio. Plans submitted prior to the release of this Instructional Bulletin do not need to resubmit. (Section 4-115.11 is added to the Design Guidelines).

- 01 Roadway
- 02 Structures
- 03 Structures Reference Drawings
- 04 Utilities
- 05 SWPPP
- 06 Natural Stream Design
- 07 Cross-Sections

Additionally the Print Shop request note for Letting revisions (Section 4-140.02) is revised as attached.

Carolyn Stonecipher, P.E.,  
Civil Engineering Director  
Design Division

CS:ARH:MWC

Attachment:

#### **4-115.11 FINAL PLANS SUBMITTAL FORMAT**

To facilitate the requirements of 4-115.10 all plans will be submitted as pdf portfolios. Each individual sheet in the portfolio shall have one of the following 2 digit prefixes to identify what section of the plans it belongs to for final assembly.

- 01 Roadway
- 02 Structures
- 03 Structures Reference Drawings
- 04 Utilities
- 05 SWPPP
- 06 Natural Stream Design
- 07 Cross-Sections

#### **4-140.02 LETTING REVISIONS**

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**ATTENTION PRINT SHOP: 2 sets of 11" x 17" prints of the revised sheets only is requested for the HQ Construction Office. Please contact their office when the prints are ready to be picked up.**

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