

Document Standards & Naming Conventions

Quick Reference Guide



**Community
Development**

[Kitsap.gov/DCD](https://www.kitsap.gov/DCD)

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OVERVIEW

This guide is offered to provide assistance with meeting document submittal standards and naming conventions, outlined in the [Submittal Success Guide](#).

Documents uploaded as part of your permit application are required to meet several key elements. These standards allow permit staff to provide efficient and predictable reviews to all permit applicants.

If you don't find the answer you need here, we encourage you to explore the assistance options listed in the [Contact Us](#) section of our website.

For in-depth technical support, we recommend scheduling an appointment in advance. Doing so allows permit technicians to provide the necessary support without impacting processing times for applicants.

Resources

Given the wide range of operating systems and software in use, it's not possible to address every scenario. However, the following external resources may be helpful. Additional tutorials and how-to guides can also be found online. If you're working with a design professional, they may have additional resources to assist.

1. How to Save a Document as PDF

• From document > File > Save As > File type: PDF • From image > Right click > Print > Print to PDF • Image: Saving As PDF	• Video: How to Save Word Doc as PDF • Video: How to Save Image as PDF • 6 Ways to Convert a File Into a PDF: Quick & Easy Methods
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2. How to Flatten a PDF

• From file > File or Menu > Print > Print to PDF • Image: Flatten a PDF	• Video: How to Flatten PDF Comments and Markups • How to Flatten a PDF: 3 Easy Options for Windows and Mac
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3. How to Rotate Pages

• From PDF document > Right click > Rotate icon > Print to PDF or Save, depending on software • Image: Rotate Pages in PDF	• Video How to Rotate PDF Pages • 5 Simple Ways to Rotate a PDF File Without Adobe Acrobat
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4. How to Rename a File

• In document folder > Right click on document > Rename > Enter new file name • Image: Rename a File	• Video: How to Rename Files • 6 Ways to Rename Files and Folders
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