

FILE NAMING CONVENTIONS

The following file naming conventions should be used when uploading documents online for building permit submittals. All files need to be in Adobe Acrobat PDF format.

Applications_Cost Verification Folder		
Application Name	Naming Convention	Upload To Assigned Folder
BCPA	BCPA	Application_Cost Verification
Broward County Transportation/Environmental Cert.	BROWARD COUNTY	Application_Cost Verification
Building Application	APP B	Application_Cost Verification
Change of Contractor	COC	Application_Cost Verification
Cost Verification	COST VERIFICATION	Application_Cost Verification
Electrical Application	APP E	Application_Cost Verification
Electrical LV Access Control Application	APP E LV AC	Application_Cost Verification
Electrical LV Fire Alarm Application	APP E LV FA	Application_Cost Verification
Electrical LV Phone and Data Application	APP E LV PD	Application_Cost Verification
Site Lighting	APP SL	Application_Cost Verification
Fire Application	APP F	Application_Cost Verification
Fire – Fire Alarm Application	APP F LV FA	Application_Cost Verification
Fire – Fire Alarm Smoke Detector	APP F LV FA SD	Application_Cost Verification
Fire Gas Application	APP F GAS	Application_Cost Verification
Fire-Hood Application	APP F HOOD	Application_Cost Verification
Fire - Fire Suppression Application	APP F FSUP	Application_Cost Verification
Fire – Fire Sprinkler Application	APP F FSPR	Application_Cost Verification
Mechanical Application	APP M	Application_Cost Verification
Mechanical Hood Application	APP M HOOD	Application_Cost Verification
Mechanical Fire Suppression Application	APP M FSUP	Application_Cost Verification
Mechanical Refrigeration Application	APP M REF	Application_Cost Verification
Mechanical Gas Application	APP M GAS	Application_Cost Verification
Plumbing Application	APP P	Application_Cost Verification
Plumbing Fire Sprinkler Application	APP P FSPR	Application_Cost Verification
Plumbing Gas Application	APP P GAS	Application_Cost Verification
Plumbing Irrigation Application	APP P IRR	Application_Cost Verification
Roof Application	APP ROOF	Application_Cost Verification

Supporting Documents Folder

The top right corner of all files must be reserved for the Building Department's electronic stamp. Please leave the top right corner completely blank on all files.

Supporting documents to be uploaded as (SINGLE PAGE) in PDF format

Document Type	Naming Convention	Upload To Assigned Folder
Asbestos	ASBESTOS	Supporting Documents
Backflow Test Report	BACKFLOW	Supporting Documents
Cancellation Request	CANCELLATION	Supporting Documents
CO Packet	CO	Supporting Documents
Driveways, Walks and Patios	DRIVEWAY	Supporting Documents
Elevation Certificate	EC	Supporting Documents
Fire Alarm Info	FA	Supporting Documents
Fire Sprinkler Info	FS	Supporting Documents
Form Board	FB	Supporting Documents
Narrative	NARRATIVE	Supporting Documents
Notice of Commencement	NOC	Supporting Documents
Power of Attorney	POA	Supporting Documents
Request for TCO	TCO	Supporting Documents
Shutter Affidavit	SA	Supporting Documents
Special Inspector Form	SIF	Supporting Documents
Special Inspector Reports	SP INSP	Supporting Documents
Swimming Pool Safety Act	POOL SAFETY ACT	Supporting Documents
Truss Drawings	TRUSS DRAWINGS	Supporting Documents
Truss Packet	TRUSS DOCS	Supporting Documents
Utility Shed	SHED	Supporting Documents

Packets to be uploaded as (SINGLE PAGE) in PDF format

Document Type	Naming Convention	Upload To Assigned Folder
AC CHANGE OUT PACKET		
AHRI	AHRI	Supporting Documents
Data Change Out Form	DATA CHG OUT	Supporting Documents
Anchoring Details/Tie Down	TIE DOWN	Supporting Documents
FENCE PACKET		
Fence Code Section	FENCE CODE SEC	Supporting Documents
Fence Table Requirements/Type	FENCE TYPE	Supporting Documents
ROOF PACKET		
Roof to Wall Mitigation	ROOF MIT	Supporting Documents
High Velocity	HIGH VELOCITY	Supporting Documents
Hurricane Preparedness	HURRICANE PREP	Supporting Documents
Section A-B	ROOF SEC A-B	Supporting Documents
Section C	ROOF SEC C	Supporting Documents
Section D	ROOF SEC D	Supporting Documents
Section E	ROOF SEC E	Supporting Documents
SOLAR/PHOTOVOLTAIC PACKET		
Owner's Notification	OWNERNOTIF	Supporting Documents
Rooftop Affidavit	ROOFAFF	Supporting Documents
WINDOW / DOOR / SHUTTER PACKET		
Windload Chart	WLC	Supporting Documents
Window Door Schedule	WDS	Supporting Documents
Window Placement Plan	WPP	Supporting Documents
Upload as (MULTIPLE PAGE) in PDF format		
OWNER BUILDER AFFIDAVIT		
Owner Builder Affidavit (Pg 1 & 2)	OBA	Supporting Documents
OTHER DOCUMENTS		
Building Safety Report	Electrical Safety Report	Supporting Documents
Building Safety Report	Structural Safety Report	Supporting Documents
Easements (5 Pages)	EASEMENTS	Supporting Documents
Product Approvals (NOA)	NOA (TYPE PRODUCT NAME)	Supporting Documents

Drawings Folder

The top right corner of all files must be reserved for the Building Department's electronic stamp. Please leave the top right corner completely blank on all files.

All Drawing files larger than 11"x17": Dimensions 2" width x 3" height offset 1/5" from the right and 1/5" from the top shall be blank

File names for drawings are to include **4 characters representing the disciplines** followed by the **sheet number**.

A dash is to be used between discipline and sheet number.

Only PDF files will be accepted. Maximum document size 24x36/Vector and Non-Vector PDF

Below are "EXAMPLES" of how to correctly name a drawing.

Upload as (SINGLE PAGE) in the Drawing Folder

Drawing Type	Discipline	Sheet Number	Example File	Upload To Assigned Folder
Architectural	ARCH	A1	ARCH-A1	Drawings
Architectural	ARCH	A2	ARCH-A2	Drawings
Architectural	ARCH	A3	ARCH-A3	Drawings
Structural	STRU	S1	STRU-S1	Drawings
Electrical	ELEC	E1	ELEC-E1	Drawings
Plumbing	PLBG	P1	PLBG-P1	Drawings
Mechanical	MECH	M1	MECH-M1	Drawings
Fire	FIRE	F1	FIRE-F1	Drawings
Demolition	DEMO	D1	DEMO-D1	Drawings
Survey	SURV	SU1	SERV-SU1	Drawings

ARCH-A1.pdf

 Discipline Designator Dash Individual Drawing Sheet Number 1st Drawing in Discipline Set

Below are "EXAMPLES" of how to INSERT NEW drawings between two existing sheets.

Drawing Type	Discipline	Sheet Number	Example File	Upload To Assigned Folder
Architectural	ARCH	A1.1	ARCH-A1.1	Drawings
Architectural	ARCH	A1.2	ARCH-A1.2	Drawings
Architectural	ARCH	A1.3	ARCH-A1.3	Drawings

ARCH-A1.1.pdf

 Discipline Designator Dash Individual Drawing Sheet Number Period (.) 1st Drawing in Discipline Set Individual Drawing NEW Sheet Number to be inserted between 1st and 2nd Drawing in Discipline Set