

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