


BASIC FILE REQUIREMENTS

DOCUMENTS		DRAWINGS
All documents must meet the basic document file requirements:		All drawings must meet the basic drawing file requirements:
1. PDF files only. It should not be encrypted or password protected. 2. Orientation: Landscape or Portrait will be accepted for documents. 3. Document uploads as follows: <ul style="list-style-type: none">Engineering Permit Applications must be uploaded to the Permit Application Folder.Contracts must be uploaded to the Contracts Folder.Drawings, Plans, Shop Drawings, and Surveys must be uploaded to the Drawings (Plans, Surveys) Folder. Every page's upper right-hand corner must have a 2" W x 3" H blank space with $\frac{1}{2}$" offset from the right and $\frac{1}{2}$" offset from the top reserved for the Engineering department electronic stamp of approval.All other documents must be uploaded to the Supporting Documents Folder.	1. PDF files. It should not be encrypted or password protected. Must have a certified digital signature. Electronically transmitted plans in Florida are required to contain the date it was signed and sealed. Electronically transmitted plans are required to include a statement clearly indicating that the document has been electronically signed and sealed and that printed copies of the document are not considered signed and sealed. (F.A.C. 61G15-23) 2. Every page's upper right-hand corner must have a 2" W x 3" H blank space with $\frac{1}{2}$ " offset from the right and $\frac{1}{2}$ " offset from the top reserved for the Engineering department electronic stamp of approval. It is the responsibility of the professional in charge to verify compliance with this requirement. 3. Orientation: Landscape only. Portrait will not be accepted. 4. Drawing uploads must begin with an Index page (except residential, driveway, and tree applications). The drawing index page must be named: <ul style="list-style-type: none">A-01.pdf for Building, Fire, Planning & Zoning drawing sets.C-01.pdf for Public Works - Right of Way drawing sets.	

To name document and drawings files, follow the naming formula:

Discipline Document Number OR
Discipline Document Number
DASH (Optional)

COC-01.pdf
Discipline Designator Individual Document Number (May be 1 to 1000 pages, but one doc.)

SP-03.pdf
Discipline Designator Individual Drawing Sheet Number 3rd Drawing in Discipline Set

SP-04.pdf
Discipline Designator Individual Drawing Sheet Number 4th Drawing in Discipline Set

DOCUMENTS			DRAWINGS	
NAMING CONVENTION	DOCUMENT TYPE	ASSIGNED FOLDER	NAMING CONVENTION	DOCUMENT TYPE (ASSIGN TO DRAWINGS FOLDER)
APP-	Engineering Permit Application	Permit Application	A-0	Index of Drawings.
BCPA-	Broward County Property Appraiser	Supporting Documents	A-01	Architectural.
CHECKLIST-	Check Lists	Supporting Documents	C-0	Index of Civil Drawings.
COC-	Change of Contractor	Supporting Documents	C-01	Civil - All Other Civil Drawings: Soil Borings, Signs, Traffic Signalization, Etc.
CONTRACT-	Contract	Contract	SP-01	Civil - Site Plan (Grading, Paving, Drainage, Sidewalks/Driveway Approaches, Pavement Markings, Etc.)
COSTEST-	Cost Estimate	Supporting Documents	CTPL-01	Telecommunication, Power, Photometrics.
COVRLTR-	Cover Letter	Supporting Documents	CWS-01	Water, Sewer, Fire, Chilled Water.
DOC-	Index of Documents	Supporting Documents	D-01	Demolition.
DRAWING-	Hand Drawing	Supporting Documents	G-01	General.
EC-	Elevation Certificate	Supporting Documents	IR-01	Irrigation, Irrigation Details.
ENGRPT-	Engineer's Report	Supporting Documents	L-01	Landscape, Tree Preservation, Landscape Disposition, Planting, Planting Details.
ERD-	Environmental Resources Documents	Supporting Documents	MOT-	Temporary Traffic Control (Maintenance of Traffic.)
ETR-	Engineering Calculations/Test Reports	Supporting Documents	OD-01	Other Disciplines (Stage Design And Other Specialty Disciplines.)
HHA-	Hold Harmless Agreement	Supporting Documents	SU-01	Site Survey.
HOA-	Homeowners/Condo Approval	Supporting Documents	X-01	Shop Drawings.
INSDOC-	Insurance Documents	Supporting Documents		
NOC-	Notice of Commencement	Supporting Documents		
NOI-	Notice of Intent	Supporting Documents		
OBA-	Owner Builder Affidavit	Supporting Documents		
PHO-	Photos/Renderings	Supporting Documents		
PLAN-	Engineering Plan	Drawings		
RECPSTSUB-	Receipt of Submittal	Supporting Documents		
RESPLTR-	Response to Comments Letter	Supporting Documents		
SUNBIZ-	Sunbiz	Supporting Documents		
SURVEY-	Survey	Drawings		
TRAFFMANGPLAN-	Traffic Management Plan	Supporting Documents		
TREEINSP-	Courtesy Tree Inspection	Supporting Documents		
IMPORTANT REFERENCES			MULTIPLE BUILDINGS	
All permitted plans used as job site copy must be printed the same size as originally submitted to the City. The inspection may be rejected if original size documents are not provided at the job site.			If drawings contain multiple buildings, then add a NUMBER to represent the building For example: 3 buildings with Architectural Drawings	
			 A-01-3.pdf Discipline Designator 3 rd Building A-01-3.pdf Individual Drawing Sheet Number 1 st Drawing in Discipline Set	
			 A-01-3.pdf Discipline Designator 3 rd Building A-01-3.pdf A-02-3.pdf A-03-3.pdf A-04-3.pdf Insert a page: A-01A-3.pdf Insert new pages: A-03A-3.pdf A-03B-3.pdf	