



**ENGINEERING STANDARD NAMING CONVENTION FOR DRAWINGS & DOCUMENTS**

The City of Margate requires specific **file names** for documents and drawings uploaded into **ePlan Review's ProjectDox**. Improperly named files may be returned and require correction prior to passing prescreen. Each document or drawing must meet the basic file requirements for that file type, and the files must be named using the Discipline and Document / Drawing Number.



**BASIC FILE REQUIREMENTS**

**DOCUMENTS**

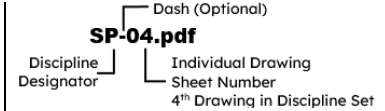
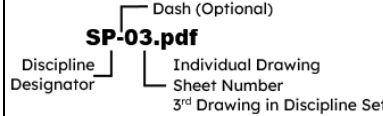
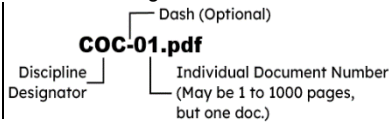
- All documents must meet the basic **document** file requirements:
- PDF files only. It should not be encrypted or password protected.
  - Orientation: Landscape or Portrait will be accepted for documents.
  - Document uploads as follows:
    - Engineering Permit Applications must be uploaded to the **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 1/2" offset from the right and 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**.
  - File names should be:
    - All uppercase (capital) letters.
    - Dashes are acceptable in PDF file names (COC-01.pdf, EC-01.pdf).
    - No spaces in file names.
    - File names must not contain special characters, such as asterisks, parenthesis, periods, question marks, etc.
  - A document can include multiple pages per file. A contract with 13 pages can be uploaded as one single file, such as CONTRACT-01.pdf (13 pgs).
  - Maximum size per file: 1 GB.
  - How to revise a document:
    - Upload the revised document with the **exact same originally uploaded PDF file name**. **This is extremely important to ensure staff review the most updated file.**
  - How to submit a new and additional document after the first submission:
    - Add a new document to the appropriate folder, and use the Standard Naming Convention as referenced below and the following number in the sequence.

**DRAWINGS**

- All drawings must meet the basic **drawing** file requirements:
- 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)
  - Every page's upper right-hand corner must have a 2" W x 3" H blank space with 1/2" offset from the right and 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.
  - Orientation: Landscape only. Portrait will not be accepted.
  - Drawing uploads must begin with an Index page (except residential, driveway, and tree applications). The drawing index page must be named:
    - A-01.pdf** for Building, Fire, Planning & Zoning drawing sets.
    - C-01.pdf** for Public Works - Right of Way drawing sets.
  - File names should be:
    - All uppercase (capital) letters.
    - Dashes are acceptable in PDF file names (C-01.pdf, CS-02.pdf).
    - No spaces in file names.
    - File names must not contain special characters, such as asterisks, parenthesis, periods, question marks, etc.
  - A drawing/plan set with multiple sheets must be uploaded as separate files; one file for each sheet and named per the Standard Naming Convention. Example: SP-01, SP-02, SP-03 etc.
  - Maximum size per file: 1 GB.
  - Drawings must contain a scale (except residential, driveway, and tree applications).
  - How to revise a drawing:
    - Upload the revised document with the **exact same originally uploaded PDF file name**.
  - How to insert a new drawing between two existing sheets:
    - Use the **alphabet**. For example, insert a new page between A-1.pdf and A-2.pdf. The new page will be A-1A.pdf, A-1B.pdf (second new page), etc.

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

Discipline + Document Number OR  
Discipline - Document Number  
**DASH**  
(Optional)



**DOCUMENTS**

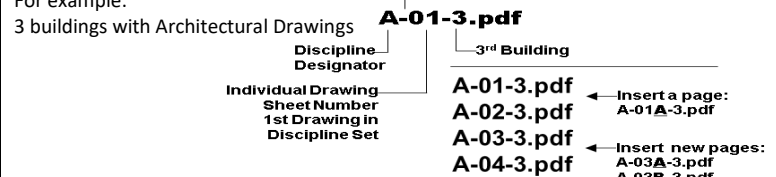
NAMING CONVENTION	DOCUMENT TYPE	ASSIGNED FOLDER
APP-	Engineering Permit Application	Permit Application
BCPA-	Broward County Property Appraiser	Supporting Documents
CHECKLIST-	Check Lists	Supporting Documents
COC-	Change of Contractor	Supporting Documents
CONTRACT-	Contract	Contract
COSTEST-	Cost Estimate	Supporting Documents
COVRLTR-	Cover Letter	Supporting Documents
DOC-	Index of Documents	Supporting Documents
DRAWING-	Hand Drawing	Supporting Documents
EC-	Elevation Certificate	Supporting Documents
ENGRPT-	Engineer's Report	Supporting Documents
ERD-	Environmental Resources Documents	Supporting Documents
ETR-	Engineering Calculations/Test Reports	Supporting Documents
HHA-	Hold Harmless Agreement	Supporting Documents
HOA-	Homeowners/Condo Approval	Supporting Documents
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
RECPTSUB-	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

**DRAWINGS**

NAMING CONVENTION	DOCUMENT TYPE (ASSIGN TO DRAWINGS FOLDER)
A-0	Index of Drawings.
A-01	Architectural.
C-0	Index of Civil Drawings.
C-01	Civil - All Other Civil Drawings: Soil Borings, Signs, Traffic Signalization, Etc.
SP-01	Civil - Site Plan (Grading, Paving, Drainage, Sidewalks/Driveway Approaches, Pavement Markings, Etc.)
CTPL-01	Telecommunication, Power, Photometrics.
CWS-01	Water, Sewer, Fire, Chilled Water.
D-01	Demolition.
G-01	General.
IR-01	Irrigation, Irrigation Details.
L-01	Landscape, Tree Preservation, Landscape Disposition, Planting, Planting Details.
MOT-	Temporary Traffic Control (Maintenance of Traffic.)
OD-01	Other Disciplines (Stage Design And Other Specialty Disciplines.)
SU-01	Site Survey.
X-01	Shop Drawings.

**MULTIPLE BUILDINGS**

If drawings contain multiple buildings, then add a **NUMBER** to represent the building  
For example:



**IMPORTANT REFERENCES**

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.