

BASIC FILE REQUIREMENTS

DOCUMENTS

All documents must meet the basic **document** file requirements:

- PDF files only. Should not be encrypted or password protected.
- Orientation: Landscape or Portrait will be accepted for documents.
- Document uploads must begin with an Index page.
The document index page must be named **DOC-0.pdf**.
- File names should be:
 - All uppercase (capital) letters.
 - Dashes are acceptable in PDF file names (BLD-1.pdf, ETR-1.pdf).
 - No spaces in file names.
 - File names must not contain special characters, such as asterisks, parenthesis, periods, question marks.
- Only one file per subject, such as Application only or Receipt only.
- A document can include multiple pages per file. A permit application with 13 pages can be uploaded as one single file, such as PAP-01.pdf (13 pgs).
- Maximum size per file: 1 GB.
- How to revise a document:
 - Correct file, and resubmit the entire document with the **originally uploaded PDF file name**.
- How to submit a new document after first submission:
 - Add a new document to the Documents folder, and use the Standard Naming Convention as referenced below, and the next number in the sequence.

DRAWINGS

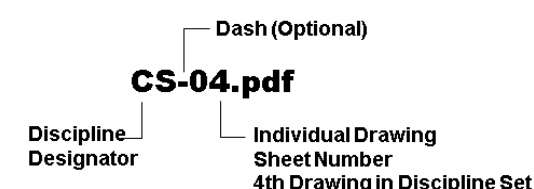
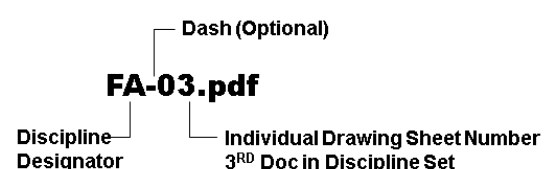
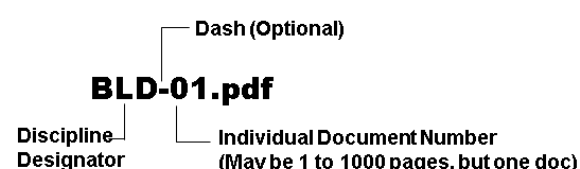
All drawings must meet the basic **drawing** file requirements:

- PDF files. Should not be encrypted or password protected.
- Orientation: Landscape only. Portrait will not be accepted.
- Drawing uploads must begin with an Index page.
The drawing index page must be named:
 - A-0.pdf** for Building, Fire, Planning & Zoning drawing sets.
 - C-0.pdf** for Public Works - Right of Way drawing sets.
- File names should be:
 - All uppercase (capital) letters.
 - Dashes are acceptable in PDF file names (CG-01.pdf, CS-02.pdf).
 - No spaces in file names.
 - File names must not contain special characters, such as asterisks, parenthesis, periods, question marks.
- A drawing set with 10 sheets must be uploaded as 10 separate files, one for each sheet. Each individual sheet must be named per the Standard Naming Convention.
- Maximum size per file: 1 GB.
- Drawings must contain a scale.
- How to revise a drawing:
 - Resubmit the corrected drawing sheet with the **originally uploaded PDF file name**.
- How to insert 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.

Naming Formula:

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

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



DOCUMENTS

DISCIPLINE DESIGNATOR

EXPLANATION

DOC-0	INDEX OF DOCUMENTS BUILDING, FIRE, PLANNING & ZONING
PZD-0	INDEX OF DOCUMENTS FOR PLANNING & ZONING; SPECIAL PERMITS
BLD-	AFFIDAVITS / ELEVATION CERTIFICATE
ERD-	ENVIRONMENTAL RESOURCES DOCUMENTS
ETR-	ENGINEERING CALCULATIONS / TEST REPORTS
HEP-	HISTORIC PRESERVATION / ARBORIST REPORTS
MDC-	ALL MIAMI-DADE COUNTY REPORTS
NOA-	NOA PRODUCT APPROVAL
PAP-	PERMIT APPLICATION
PHD-	PHASE PERMIT DOCUMENTS
PHO-	PHOTOS / RENDERINGS
PPD-	PRIVATE PROVIDER DOCUMENTS
PZD-	PLANNING & ZONING DOCUMENTS
RPF-	ROOF PERMIT FORMS
RPW-	RESILIENCE & PUBLIC WORKS DOCUMENTS
RC-	RECERTIFICATION REPORTS
WAV-01	WAIVER AS PER §553.792, F.S.

DRAWINGS

DISCIPLINE DESIGNATOR

EXPLANATION

A-0	INDEX OF DRAWINGS BUILDING, FIRE, PLANNING & ZONING
C-0	INDEX OF DRAWINGS FOR RESILIENCE & PUBLIC WORKS
A-	ARCHITECTURAL
CG-	CIVIL - GAS
CS-	CIVIL - SITE WORK (GRADING, PAVING, DRAINAGE, SIDEWALKS/DRIVEWAY APPROACHES, PAVEMENT MARKINGS, ETC.)
CTPL-	TELECOMMUNICATION, POWER, LIGHTING/PHOTOMETRICS, ELECTRICAL, CABINETS, VAULTS, ETC.
CWS-	WATER, SEWER, IRRIGATION, FIRE, CHILLED WATER
C-	CIVIL - ALL OTHER CIVIL DRAWINGS: SOIL BORINGS, MONITORING WELLS, SIGNS, TRAFFIC SIGNALIZATION, ETC.
D-	DEMOLITION
E-	ELECTRICAL
FA-	FIRE ALARMS
FP-	FIRE PROTECTION
FS-	FIRE SPRINKLERS
G-	GENERAL
IR-	IRRIGATION
L-	LANDSCAPE
LS-	LIFE SAFETY
M-	MECHANICAL
MF-	MECHANICAL FUEL PIPE
OD-	OTHER DISCIPLINES (STAGE DESIGN AND OTHER SPECIALTY DISCIPLINES)
P-	PLUMBING
R-	RESOURCES
S-	STRUCTURAL
T-	TELECOMMUNICATIONS / LOW VOLTAGE
V-	SURVEY
X-	CONTRACTOR /SHOP DRAWINGS

Important References:

- All permitted plans used as job site copy must be printed the same size as originally submitted to the City.

Inspection may be rejected if original sizes are not provided at job site.
- Use the ProjectDox Report: **Current Project: All Files Report** to view original file sizes and orientation.

- NOA Information:**
http://www.miamidade.gov/building/pc-search_app.asp
- Prescreen Checklist:**
There are additional permit support documentation requirements for each permitting department known as Checklists. Each department has checklists to facilitate prescreen.

MULTIPLE BUILDINGS:

If drawings contain multiple buildings, then add a **NUMBER** to represent the building.

For example:
3 buildings with Architectural Drawings

