

The City of Miami 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.

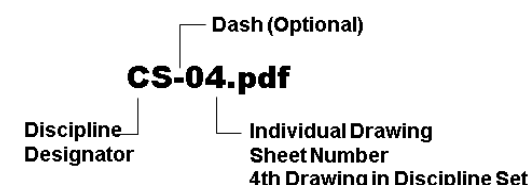
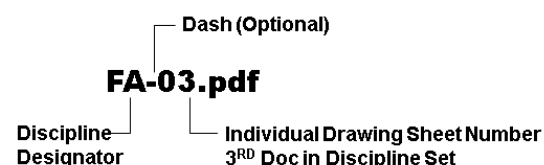
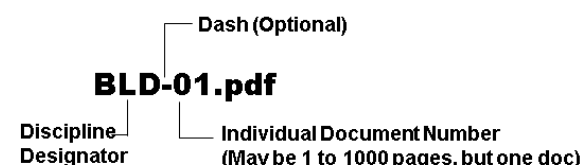
## BASIC FILE REQUIREMENTS

DOCUMENTS	DRAWINGS
All documents must meet the basic <b>document</b> file requirements:	All drawings must meet the basic <b>drawing</b> file requirements:
<ol style="list-style-type: none"> <li>PDF files only. Should not be encrypted or password protected.</li> <li>Orientation: Landscape or Portrait will be accepted for documents.</li> <li>Document uploads must begin with an Index page. The document index page must be named <b>DOC-0.pdf</b>.</li> <li>File names should be: <ul style="list-style-type: none"> <li>All uppercase (capital) letters.</li> <li>Dashes are acceptable in PDF file names (BLD-1.pdf, ETR-1.pdf).</li> <li>No spaces in file names.</li> <li>File names must not contain special characters, such as asterisks, parenthesis, periods, question marks.</li> </ul> </li> <li>Only one file per subject, such as Application only or Receipt only.</li> <li>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).</li> <li>Maximum size per file: 1 GB.</li> <li>How to revise a document: <ul style="list-style-type: none"> <li>Correct file, and resubmit the entire document with the <b>originally uploaded PDF file name</b>.</li> </ul> </li> <li>How to submit a new document after first submission: <ul style="list-style-type: none"> <li>Add a new document to the Documents folder, and use the Standard Naming Convention as referenced below, and the next number in the sequence.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>PDF files. Should not be encrypted or password protected.</li> <li>Orientation: Landscape only. Portrait will not be accepted.</li> <li>Drawing uploads must begin with an Index page. The drawing index page must be named: <ul style="list-style-type: none"> <li><b>A-0.pdf</b> for Building, Fire, Planning &amp; Zoning drawing sets.</li> <li><b>C-0.pdf</b> for Public Works - Right of Way drawing sets.</li> </ul> </li> <li>File names should be: <ul style="list-style-type: none"> <li>All uppercase (capital) letters.</li> <li>Dashes are acceptable in PDF file names (CG-01.pdf, CS-02.pdf).</li> <li>No spaces in file names.</li> <li>File names must not contain special characters, such as asterisks, parenthesis, periods, question marks.</li> </ul> </li> <li>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.</li> <li>Maximum size per file: 1 GB.</li> <li>Drawings must contain a scale.</li> <li>How to revise a drawing: <ul style="list-style-type: none"> <li>Resubmit the corrected drawing sheet with the <b>originally uploaded PDF file name</b>.</li> </ul> </li> <li>How to insert new drawing between two existing sheets: <ul style="list-style-type: none"> <li>Use the <b>alphabet</b>. For example: insert a new page between A-1.pdf and A-2.pdf, the new page will be <b>A-1A.pdf</b>, <b>A-1B.pdf</b> (second new page), etc.</li> </ul> </li> </ol>

### Naming Formula:

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

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



DOCUMENTS		DRAWINGS	
DISCIPLINE DESIGNATOR	EXPLANATION	DISCIPLINE DESIGNATOR	EXPLANATION
DOC-0	INDEX OF DOCUMENTS BUILDING, FIRE, PLANNING & ZONING	A-0	INDEX OF DRAWINGS BUILDING, FIRE, PLANNING & ZONING
PZD-0	INDEX OF DOCUMENTS FOR PLANNING & ZONING; SPECIAL PERMITS	C-0	INDEX OF DRAWINGS FOR RESILIENCE & PUBLIC WORKS
BLD-	AFFIDAVITS / ELEVATION CERTIFICATE	A-	ARCHITECTURAL
ERD-	ENVIRONMENTAL RESOURCES DOCUMENTS	CG-	CIVIL - GAS
ETR-	ENGINEERING CALCULATIONS / TEST REPORTS	CS-	CIVIL - SITE WORK (GRADING, PAVING, DRAINAGE, SIDEWALKS/DRIVEWAY APPROACHES, PAVEMENT MARKINGS, ETC.)
HEP-	HISTORIC PRESERVATION / ARBORIST REPORTS	CTPL-	TELECOMMUNICATION, POWER, LIGHTING/PHOTOMETRICS, ELECTRICAL, CABINETS, VAULTS, ETC.
MDC-	ALL MIAMI-DADE COUNTY REPORTS	CWS-	WATER, SEWER, IRRIGATION, FIRE, CHILLED WATER
NOA-	NOA PRODUCT APPROVAL	C-	CIVIL - ALL OTHER CIVIL DRAWINGS: SOIL BORINGS, MONITORING WELLS, SIGNS, TRAFFIC SIGNALIZATION, ETC.
PAP-	PERMIT APPLICATION	D-	DEMOLITION
PHD-	PHASE PERMIT DOCUMENTS	E-	ELECTRICAL
PHO-	PHOTOS / RENDERINGS	FA-	FIRE ALARMS
PPD-	PRIVATE PROVIDER DOCUMENTS	FP-	FIRE PROTECTION
PZD-	PLANNING & ZONING DOCUMENTS	FS-	FIRE SPRINKLERS
RPF-	ROOF PERMIT FORMS	G-	GENERAL
RPW-	RESILIENCE & PUBLIC WORKS DOCUMENTS	IR-	IRRIGATION
40-	40 YEAR REPORTS (40-S STRUCTURAL / 40-E ELECTRICAL / 40-C COVER)	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](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**

