



NAMING CONVENTIONS

The following naming conventions should be used when uploading drawings and documents online for building permit submittals.

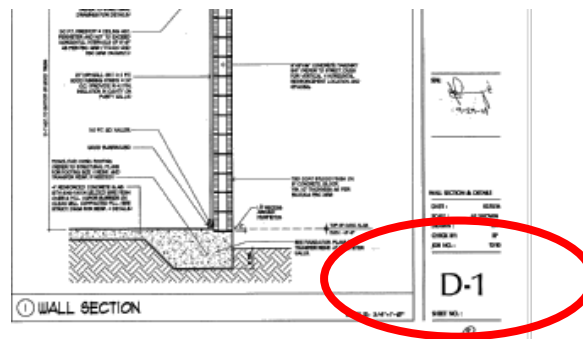
DRAWINGS

Naming Plans

Architects and Engineers have set plan naming standards they have used for years. We follow the same standards as follows:

- A-architectural
- C-civil
- D- detail
- E-electrical
- M- mechanical
- P- plumbing

Cover Sheet	CS	Structural	S1, S2, S3
Site Plan	SP1, SP2	Fire Sprinkler	FS1, FS2, FS3
Architectural	A1, A2, A3	Fire Alarm	FA1, FA2, FA3
Electrical	E-1, E-2, E-3	Life Safety	LS1, LS2, LS3
Mechanical	M-1, M-2, M-3	Landscape	L1, L2, L3
Plumbing	P1, P2, P3	Demolition	D1, D2, D3



These names are set by your architect or engineer and can normally be found in the lower right corner of the drawings. If there is not an architectural or engineered drawings, then name the drawing what it depicts should be as follows:

- Electrical Layout
- Roof Package

The helps expedite your plan review by being quickly recognized as the plan or document that contains the information a plan reviewer is looking for.

Naming Documents

Documents are a little less standardized but there is some conformity required. Naming the document appropriately will help the plan reviewer quickly locate the information needed to approve your permit.

- **Single page documents should be uploaded and named separately**
- **Multipage documents should be uploaded and named as one file.**

The names should reflect the documents uploaded:

Building Application	APP B	Roof Application	APP R
Main Electric Application	APP E	Mechanical Application	APP M
Mechanical Hood Application	APP M HOOD	Main Plumbing Application	APP P
Plumbing Irrigation Application	APP PI	Plumbing Gas Application	APP PG
Engineering Application	APP ENG	Landscaping Application	APP L
Low Voltage Electric Application	APP LV PHONE APP LV SEC APP LV TV APP LV DATA		
Scope of Work	SOW		
Notice of Commencement	NOC		
Energy Calculations	ENERGY CALCS		
Survey	SURVEY		
Contract	CONTRACT		
Roof Supplemental/Mitigation	ROOF		
Special Inspector Reports	SI		
Fire Alarm Info	FA		
Fire Sprinkler Info	FS		
Truss Drawings	TRUSS		
Shop Drawings	SHOP		
Homeowners/Condo Approval	HOA APPROVAL		
Owner/Builder Affidavit	OB		
Change of General Contractor	CHANGE OF GC		
Change of Sub Contractor	CHANGE OF SUB (SPECIFY TRADE)		
Design Pressure	DESIGN PRESSURE		
Windloads	WINDLOADS		

Product Approvals (NOA)

There are two types of product approvals; Miami Dade and Florida: Both types have an alpha-numeric identification number. This number should be used to name the document(s).

- Miami Dade's identification number is located on the bottom right of the cover page
 - For Example, Miami Dade product approval number would be 12-1203.09
- Florida product approval numbers are typically on the cover page.
 - For Example, Florida product approval number would be FL-10004.1.

Please remember to remove any unnecessary dates, names & numbers from the uploaded file name.