



Digital Submittals & Batch File Guidelines

- For Digitally signed documents: Create one PDF file per discipline to contain the corresponding drawings, ex: (A-1, A-2, A-last in one ARCHITECTURAL PDF file, one ELECTRICAL, one PLUMBING, etc.).

***ZIP Files are not acceptable file formats and thus not allowed for uploading.**

- Apply a seal and date in the title block of all pages. Check document security and only leave restrictions for changing and assembling the document. Apply your verifiable digital signature by a trusted Certificate Authority.

- For Plans, Application(s), and Supporting documents' submittal, these items must be ready to be uploaded as follows:

- All drawings and supporting documents in the plans package must be in PDF format. One PDF per discipline/trade
NOTE: Each REWORK submittal MUST contain the entire BATCH of drawings.
- PDF files shall only have one layer (flattened) without any embedded objects. **Do not flatten after signature has been applied.**
- PDF files only. **All security settings must be unrestricted** for city to apply validation and review stamps.
- PDF files shall not be encrypted, password protected, and must allow mark-ups.
- Scanned documents should be scanned at no less than 300 dpi.
- Plans must be submitted as one batch set per discipline, each page showing seal, and each set digitally signed by the design professional.
- Drawings must contain a scale.
- All drawings should have the same X/Y axis at (0,0) to allow overlay of drawings for an effective review.
- Plans (job value less than \$25,000) signed by contractor must contain name of qualifier, license number, and must be notarized.

- **Application Supporting Documents** (Please refer to the checklist pertaining to the requisite permit type. Checklists are available on our Permits page, <https://www.cityofdoral.com/all-departments/building/submittal-instructions/>)

- Signed and Notarized Permit application.
- Other required documents such as Fence Addendum, Pool Barrier form, etc. Supporting Documents (calculations, NOAs, etc.)

- **Plumbing and Electrical calculations** shall be grouped with corresponding plumbing and electrical drawings in one PDF file per discipline (consecutive order with cover page as the first page).

- **Structural and Energy calculations** to be saved and uploaded in individual PDF files. One per each discipline.

- All pages belonging to one NOA or a Florida approval shall be grouped into one PDF. The cover, details, and all components to be used shall be properly marked and be together in one PDF. No isolated pages should be submitted. Prepare one PDF for each NOA.
- Other supportive documents, like owners' information (Property Appraiser's, Corporate documents, recorded warranty deeds, etc.) can be submitted in multiple pages as PDF.

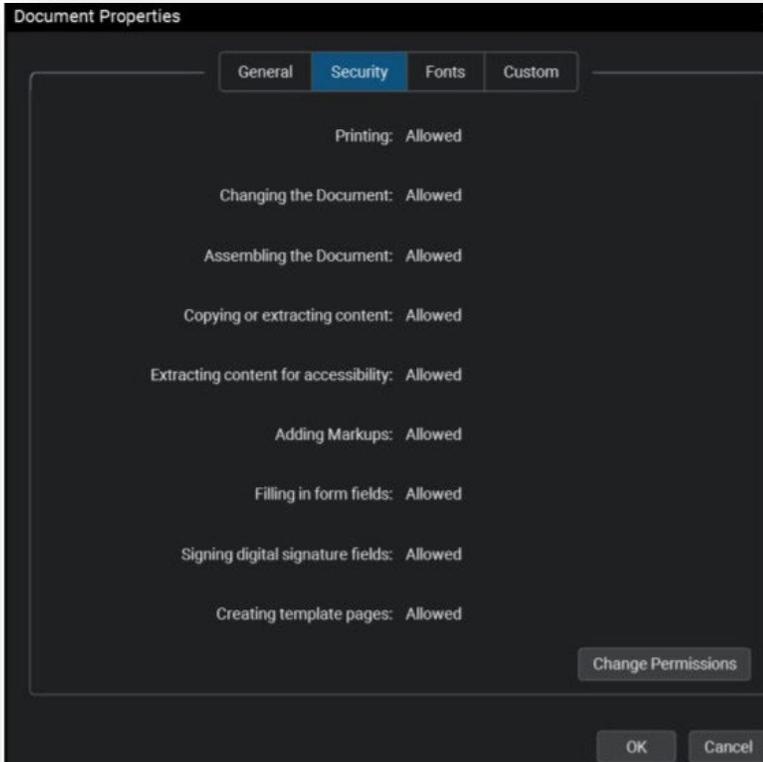
- **All drawings must be Digitally signed and sealed** using a third party trusted agency.

If uploading a multi-page PDF, it shall be sufficient for the architect or interior designer to apply their digital signature and seal to the Cover or First Sheet of that bound set, as long as an accurate Index of Drawings, listing all the sheets, with their sheet number and latest revision date, which are intended to be signed and sealed, is included within that Cover or First Sheet. For Engineers, only

one digital signature is sufficient, but all pages must be signed and dated.

- The Building Department adds a **Reviewed for Compliance dated stamp** to each page within the set of plans and support documents. Please ensure that you leave a 2" x 12" rectangle at the bottom left of submitted plans. This ensures sufficient clearance for BOTH Miami-Dade County and Doral stamps to be legible.
- Applications may be notarized using a Remote Online Notary and an electronic signature. The City does not endorse any particular vendor. (Examples are: Notarize.com, Safedocs.com, Notarycam.com, Online-notary.net) Scanned, wet-seal notarized signatures are accepted.

Sample Using Bluebeam:



- File names **must not** contain special characters, such as asterisks, parenthesis, periods, and question marks, shapes, etc.
- Maximum size per file: 500 MB.

Important Notice:

Electronic submissions are required by State law to be digitally signed and sealed. For more information, see the Florida Administrative Code (FAC) listed below:

Licensed Architects: FAC 61G1-16.005 and FAC 61G1-16.003

Licensed Engineers: FAC 61G15-23.001, FAC 61G1-15.004, and FAC 61G1-15.005

Licensed Surveyors: FAC 5J-17.062

Naming conventions/ File Names:

Files should be named according to the contents of the documents being submitted.

For example, if submitting Architectural Plans, the filename would be **ARCHITECTURAL**.

The system will label the file with the corresponding version of submission number. Subsequent submissions will have increased (by one) version numbers.

ARBORIST REPORTS	ENVIRONMENTAL RESOURCES	ENGINEERING CALCULATIONS	LOW VOLTAGE or TELECOM
ARCHITECTURAL PLANS	FIRE ALARMS	NOA PRODUCT APPROVAL	MECHANICAL PLANS
CIVIL or SURVEY	FIRE PROTECTION	PHOTOMETRICS	NARRATIVE RESPONSES TO COMMENTS
DEMOLITION	FIRE SPRINKLERS	LIFE SAFETY	PHOTOS
DERM	GENERAL	PUBLIC WORKS	PLANNING & ZONING
ELECTRICAL PLANS	HISTORIC PRESERVATION IRRIGATION	ROOF PERMIT FORMS	PLUMBING PLANS
ELEVATION CERTIFICATE	LANDSCAPE	STRUCTURAL PLANS	SHOP DRAWINGS

These guidance documents are provided as a courtesy to assist permit applicants with the permitting process. Understand that this is a guide, and each project may have site specific requirements that are unique. Please schedule an appointment today with our team so that we can help!