

DIGITAL SUBMITTAL – STANDARD FOR NAMING PDF FILES AND PLAN/DRAWING SHEETS

The City of Coral Gables will use The American Institute of Architects standard as the base for naming plans and files. The city will require only parts of the sheet naming standard for simplicity. However, design professionals are encouraged to use the full naming standards. The portion of the naming standard required are identified in the samples below.

Files will be uploaded as pdf's named per the disciplines below. **One pdf per discipline.** The pdf file will be digitally signed **on the first page** per Florida Rules 61G1 for registered architects and 61G15 for professional engineers. Only one digital signature is required per pdf document (on the first page), but the license image (PE OR RA) shall be required on all plan sheets.

PDF File Naming Standard

The pdf files shall be named as follows:

- Architectural plans
- Civil and site plans
- Demolition plans
- Electrical plans
- Food services plans
- Graphics and signage plans
- Interior designs
- Landscaping plans
- Mechanical plans
- Plumbing plans
- Structural plans
- Tenant plans
- User-defined plans

Corrections (Not Revisions)

Corrections will mimic the industry standard for paper. That is, in the pdf, the superseded sheets are stamped "VOID" and the new sheet is inserted in front of the sheet that it supersedes. The file is then digitally signed and uploaded to the permit in Energov. Note that ALL SHEETS of each discipline will be submitted as a single pdf, including sheets with corrections and voided sheets, each time a correction is submitted for each discipline.

Revisions (Not Corrections)

Only the revised sheets are submitted. The pdf shall be named as per the original name followed by "Revision 1", etc.

Example PDF File Name: Architectural Plans Revision 1

Calculations

Calculations packages shall be named based on the title of the package and examples below:

Structural Calculations

Energy Calculations

Only one digital signature is required per pdf document, and the license image shall be on the same page as the digital signature, both located on a Table of Contents page.

Naming of Plans/Drawings on Title Block

The overall structure for sheet naming consists of the following code sequence:

Sample: A-102; The “A” corresponds to Architectural as listed below. Use the corresponding code for the agent responsible:

Code	Agent Responsible
A	Architectural
B	Geotechnical
C	Civil
D	Process
E	Electrical
F	Fire Protection
G	General
H	Hazardous Material
I	Interiors
L	Landscape
M	Mechanical
O	Operations
P	Plumbing
Q	Equipment
R	Resource
S	Structural
T	Telecommunication
V	Survey and Mapping
W	Distributed Energy
X	Other Disciplines
Z	Contractor and Shop Drawings