

# DIGITAL SUBMITTAL STANDARDS 2.0

## Paper Plan Submittal

Applicants who submit plans in a paper format will be assessed a conversion fee based on the current fee schedule. These fees must be paid in addition to required upfront fees prior to the documents being sent for plan review. Additionally, conversion will add extra time to the review process.

## File Requirements

Requirements for submitting plans and supporting documentation are as follows:

- All drawings and supporting documents in the plan package must be in PDF format
- Plan must be submitted as one PDF per plan sheet; Calculations, NOAs, Application, and Supporting Documents can be submitted as multiple page PDFs
  - Calculations shall be grouped in one PDF, with pages numbered and scanned in consecutive order with cover page as first page
  - All pages belonging to one NOA or one Florida approval shall be grouped in one PDF, cover pages and installation details pages together in one PDF, no isolated pages shall be submitted. Prepare one PDF for each NOA or Florida Approval
  - Other supporting documents can be submitted in multiple pages as PDFs
- PDF files must be created in a manner that retains the sheet aspect ratio allowing for electronic measurements using the markup tool
- PDF files must have only one layer (flattened) without any embedded objects
- PDF files cannot be encrypted, or password protected
- Documents should be scanned at no greater than 300 dpi
- Using gray scale on documents that will be converted into electronic format is not recommended as items may be lost in conversion
- Adobe Portfolio PDF types are not accepted.

## File Names and Size Limits

- File names cannot contain any leading or trailing spaces
- File names cannot contain special characters such as: parenthesis “( )”; double periods “..”; question marks “?”; etc.
- The discipline is the primary method of classification for file names (see table below). Each file must contain the discipline code as the first letter of the file name, followed by a numerical field that closely corresponds to the sheet sequence number.

Examples:

A-101.pdf - Architectural, first floor plan, sheet 1.1

A-102.pdf - Architectural, second floor plan, sheet 1.2

A-103.pdf - Architectural, first floor reflected ceiling plan, sheet 1.3

A-201.pdf - Architectural, elevations, sheet 2.1

A-501.pdf - Architectural, details, sheet 5.1

### 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 / Equipment
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

## File Requirements

- Sheet numbers should be designated sequentially starting at "01" and continuing thru "99"
- The files for calculations, NOAs, application(s), and supporting documents may be named accordingly
- All plan pages must contain a scale
- The total upload for the plan set should not exceed 4GB.

## Standard Sheet Sizes

- Supporting documents shall be accepted only in 8½"x11" page size
- Plan pages shall be accepted only in sizes:
  - 8½" x 14"
  - 11" x 17"
  - 12" x 18"
  - 24" x 36"
  - 36" x 48"

## Reworks/Corrections/Revisions

- When submitting the reworked/revised plans, **new documents containing only the reworked/revised corrections must be submitted.** The corrected files should be named the same as the original adding the date of the rework.
- For example, reworks and revisions should be named as shown in the sample below:

Rework Samples	Revision Samples
A1-101-RWK-6-1-21.pdf	A1-102-REV-3-1-21.pdf
A1-101-RWK-6-15-21.pdf	A1-102-REV-4-1-21.pdf