

MIAMIBEACH

HOW TO...

**UPLOAD PLANS
AND
DOCUMENTS
ONLINE**

**CITIZEN SELF
SERVICE**

WWW.MIAMIBEACHFL.GOV

- One PDF per discipline for drawings. If you have multiple sheets for a discipline (Architectural, Mechanical, Electrical, Plumbing, etc.) then you will have one PDF file with multiple pages.
- Files must begin with an Index page with all the sheets in the file.
- For **Plans, Application(s), and Supporting documents'** submittals, these items must be ready to be uploaded as follows:

Plans

- a) All drawings and supporting documents in the plans package must be in PDF format.
- b) PDF files shall only have one layer (flattened) without any embedded objects.
- c) PDF files shall not be encrypted, or password protected, and must allow mark-ups.
- d) Scanned documents should be scanned at no greater than 300 dpi.
- e) Plans must be submitted as one set per discipline, each page showing stamp, and each set digitally signed by the design professional. Temporarily and due to the COVID-19 crisis, some scanned, signed and sealed, plans will be accepted with the [signature affidavit form](#). See [Important Notice below](#).
- f) Drawings must contain a scale.
- g) All drawings' files should have the same X/Y axis at (0,0) in order to allow overlay of drawings for an effective review.

Applications & Supporting documents

- a. Signed and Notarized Permit application(s).
- b. Other required documents such as Fence Addendum, Pool Barrier form, etc.

Supporting Documents (calculations, NOAs, etc.)

- A. Calculations shall be grouped in one PDF, with numbered pages and scanned in consecutive order with cover page as the first page.
 - B. All pages belonging to one NOA or a Florida approval shall be grouped in one PDF with all components to be used properly marked; cover and installation details pages shall be together in one PDF. No isolated pages should be submitted. Prepare one PDF for each NOA.
 - C. Other supportive documents can be submitted in multiple pages as PDF.
- All drawings must be digitally signed and sealed using one of the following trusted agencies:
 - [IdenTrust: https://www.identrust.com/certificates](https://www.identrust.com/certificates)
 - [GlobalSign: https://www.globalsign.com/en/lp/miami-beach-digital-signatures](https://www.globalsign.com/en/lp/miami-beach-digital-signatures)
 - [DigiCert: https://www.digicert.com/secure-document-signing/](https://www.digicert.com/secure-document-signing/)
 - [Entrust Datacard: https://www.entrustdatacard.com/products/categories/digital-signing-certificates](https://www.entrustdatacard.com/products/categories/digital-signing-certificates)

Alternatively, drawings can be “hashed” ([HashMyFiles](#)) in lieu of using one of the certificate authorities listed above. Instructions can be found at: <https://www.miamibeachfl.gov/onlinepermits/>

If uploading a multi-page PDF, it shall be sufficient for the engineer, 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.

- The City of Miami Beach adds a QR Code to the upper-right corner of each page within the set of plans. (This does not refer to text documents such as, applications, notification letters, etc.). Please ensure that you leave a 2" x 2" blank (empty) area in the upper-right corner.
- Applications may be notarized using a Remote Online Notary and an electronic signature. Although we do not endorse any vendor, here we provide you with a list of companies that provide this service.
 - [Notarize.com](https://www.notarize.com),
 - [Safedocs.com](https://www.safedocs.com),
 - [Notarycam.com](https://www.notarycam.com),
 - [Onlinenotary.net](https://www.onlinenotary.net)
- Scanned notarized signatures will be accepted.
- PDF files only. **Files should not be encrypted, or password protected, and should allow markups.**
- Orientation: Landscape or Portrait will be accepted for documents. **Landscape only** for drawings.
- All file names should be in uppercase (capital) letters.
- File names **must not** contain special characters, such as asterisks, parenthesis, periods, and question marks.
- Maximum size per file: 500 MB.

Important Notice:

Temporary Amendment to Digital Signature Requirements.

- The department strongly encourages design professionals to submit digitally signed and sealed plans in compliance with the corresponding guidelines.
- During COVID-19 emergency period, design professionals that do not possess a Digital Signature will be allowed, **for a limited time and until further notice**, to scan and upload their paper signed and sealed documents with the [signature affidavit form](#) authorizing submittal of scanned plans.
- **Affidavits submitted by Architects will be accepted until August 31, 2020.**
- **Affidavits submitted by Engineers will be accepted until December 31, 2020. (FBPE)**

Naming conventions

How to name your files.

Files should be named according to the discipline or files' contents and the version of the file being submitted.

For example, if submitting Architectural Plans, file name would be ARCHITECTURAL PLANS – V1 for your first version/submission. Subsequent submissions would have subsequent version numbers.

Examples of names of files:

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

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**BUILDING DEPARTMENT
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