

# Rules for Uploading (File Structure 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, etc.).

- 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 Certificate Authority from the trusted agencies listed below.

- For **Plans, Application(s), and Supporting documents'** submittal, 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. One PDF per discipline.
- b) PDF files shall only have one layer (flattened) without any embedded objects. **Do not flatten after signature has been applied.**
- c) PDF files only. **All security settings must be unrestricted.**
- d) PDF files shall not be encrypted, password protected, and must allow mark-ups.
- e) Scanned documents should be scanned at no greater than 300 dpi.
- f) Plans must be submitted as one set per discipline, each page showing stamp, and each set digitally signed by the design professional.
- g) Drawings must contain a scale.
- h) All drawings' files should have the same X/Y axis at (0,0) to allow overlay of drawings for an effective review.
- i) Plans (job value less than \$25,000) signed by contractor must contain name of qualifier, license number, and must be notarized.

**Applications & Supporting documents** (Please refer to the checklist pertaining to the requisite permit type. Checklists are available on our Permits page, <https://www.miamibeachfl.gov/city-hall/building/permits/>)

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

**Supporting Documents** (calculations, NOAs, etc.)

- A. **Plumbing and Electrical calculations** (small tables) shall be grouped with corresponding plumbing and electrical drawings in one PDF file per discipline (numbered pages and scanned in consecutive order with cover page as the first page).
- B. **Structural and Energy calculations** to be saved and uploaded in individual PDF files. One per each discipline.
- C. All pages belonging to one NOA or a Florida approval shall be grouped in 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.
- D. Other supportive documents, like owners' information (Property Appraiser's, Corporate documents, recorded warranty deeds, etc.) can be submitted in multiple pages as PDF.

- Electronically signed drawings (Image of signature and seal in title block on scanned plans) submitted before December 31, 2020 may be submitted with a signed and sealed signature affidavit.

- **All drawings must be Digitally signed.**

- **Digitally signed and sealed** using one of the following trusted agencies:

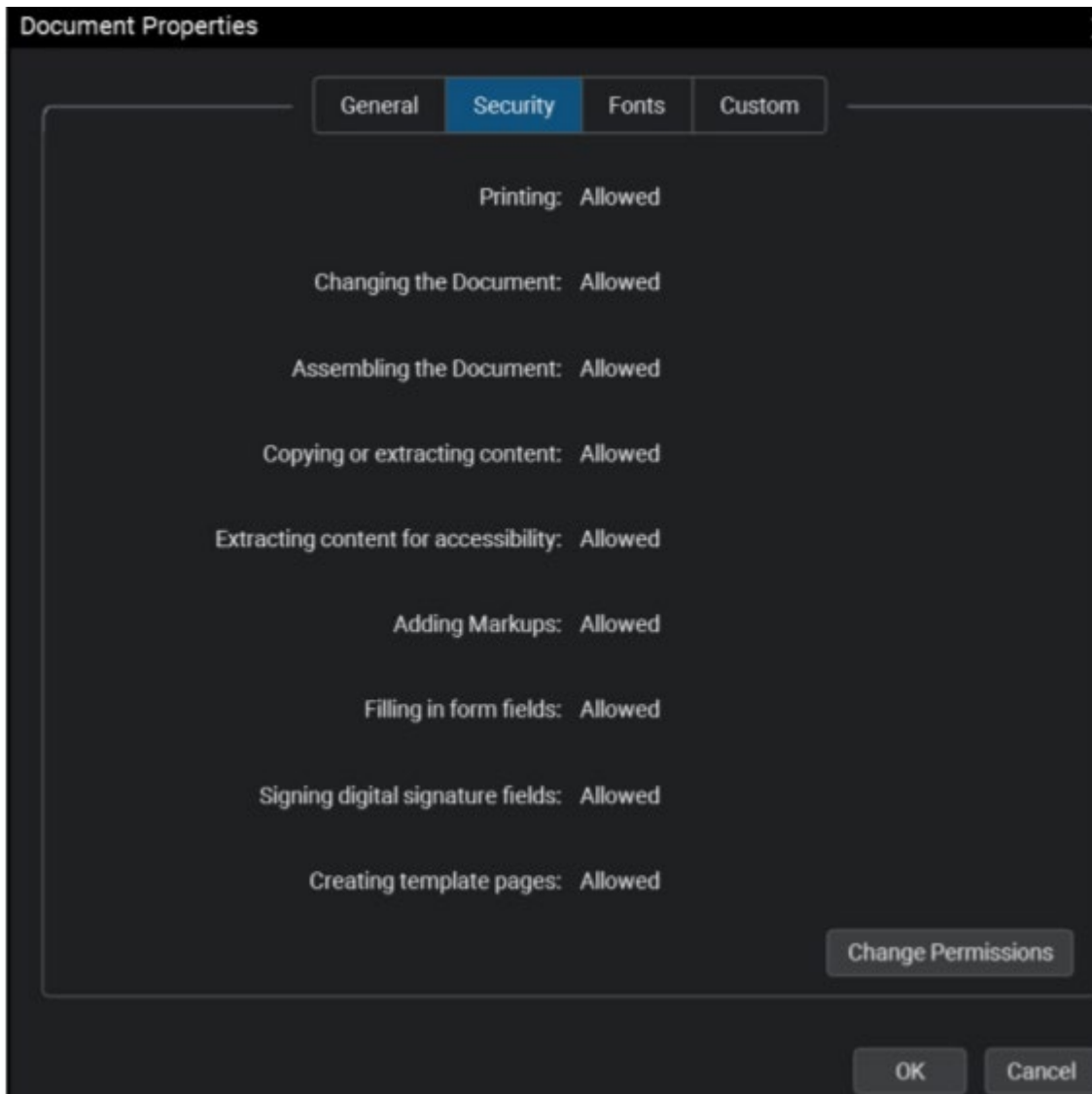
- IdenTrust: <https://www.identrust.com/certificates>
- GlobalSign: <https://www.globalsign.com/en/lp/miami-beach-digital-signatures>
- DigiCert: <https://www.digicert.com/secure-document-signing/>
- Entrust Datacard: <https://www.entrustdatacard.com/products/categories/digital-signing-certificates>
- 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 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 the upper-right corner of each page within the set of plans and support documents. Please ensure that you leave a 2"x 2" blank (empty) area in the upper-right corner of submitted plans.
- Applications may be notarized using a Remote Online Notary and an electronic signature. Although we do not endorse any vendor, here we list four 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 are accepted.
- PDF files only. **All security settings must be unrestricted.** (Files shall not be encrypted, or password protected, and should allow markups).

Example of proper Security Settings using Bluebeam.



- Orientation: Landscape or Portrait will be accepted for documents. **Drawings in Landscape orientation only.**
- All file names should be in uppercase (capital) letters.
- File names **must not** contain special characters, such as asterisks, parenthesis, periods, and question marks, shapes, etc.
- File names **must** include the permit number and discipline. For example: BR123456-ARCHITECTURAL Plans. If you do not have the permit number yet, you may use the files' contents as the name. For example, "Architectural Plans".
- 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 listed below:
- **Licensed Architects: F.A.C. 61G1-16.005 and F.A.C. 61G1-16.003**
- **Licensed Engineers: F.A.C. 61G15-23.001, F.A.C. 61G1-15.004, and F.A.C. 61G1-15.005**
- **Licensed Surveyors: F.A.C. 5J-17.062**

# Naming conventions

## How to name your files.

Files should be named according to the permit number and discipline or files' contents of the documents being submitted.

For example, if submitting Architectural Plans, file name would be **BR123456-ARCHITECTURAL**. The system will label the file with the corresponding version of submission number. Subsequent submissions will have increased (by one) version numbers.

If you do not have the permit number yet, you may use the files' contents as the name. For example, "**Architectural Plans**".

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