

File Naming Requirements for Uploaded Plans and Documents

Please use the examples provided below when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

Note: If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

Construction Plans: If this is an interior alteration, please indicate on the drawing cover sheet or floor plan sheet which subcontractors will be involved on this project as well as if this permit involves a multi-tenant area. Mechanical, Electrical & Plumbing sheets (or indicate on drawings N/A).

Each drawing prepared by a Florida licensed architect and/or engineer must have a digital signature issued by a certificate authority and must be issued to the architect or engineer; OR a Digitally Signed and Notarized Original Documentation Affidavit must be submitted for all originally signed and sealed documents without digital signatures.

Each drawing prepared by a Florida licensed mechanical, plumbing, electrical, or gas subcontractor shall be signed by that subcontractor w/ license & phone #, per FS 471.003(2)(h).

Naming of the following types of plans **MUST** include the discipline's prefix and a hyphen, followed by a four-digit numeric value, starting with 0001 for the first document in the set and increasing sequentially thereafter, followed by your plan's sheet number: e.g. "A-0001-[yoursheetnumber].pdf, A-0002-[yoursheetnumber].pdf..."

Example(s):

- **Architectural** - "A-0001-[add your actual sheet number].pdf"
- **Electrical** - "E-0001-[add your actual sheet number].pdf"
- **Fire Protection** - "FP-0001-[add your actual sheet number].pdf"
- **Gas** - "G-0001-[add your actual sheet number].pdf"
- **Mechanical** - "M-0001-[add your actual sheet number].pdf"
- **Plumbing** - "P-0001-[add your actual sheet number].pdf"
- **Structural** - "S-0001-[add your actual sheet number].pdf"
- **Special Engineering** - "SE-0001-[add your actual sheet number].pdf"

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NOTE: Sheet type names provided below are required for supporting documentation, please use the exact file name provided.

Soil Test: This is required for any new building or addition over 400 sq. ft and must be **digitally** signed and sealed.

File name: R-SoilRpt

Owner's Affidavit: This must be electronically notarized. A Florida Licensed Contractor must be listed as the Owner's Agent. [Owner's Affidavit Form](#)

File name: AS-OwnersAff

Lien Law Acknowledgment: This is required only if the owner is the builder. [Lien Law Acknowledgement Form.](#)

File name: AS-LienLaw

Owner Builder Disclosure Affidavit: Submit only if owner is a sole proprietor & occupant, wishes to act as his own contractor & construction cost is < \$75,000 [Owner Builder Disclosure Affidavit.](#)

File name: AS-OBDiscl

Energy Form: Florida Building Code, Energy Conservation Form C502 or C506 including Input Data. Report signed and sealed with original signatures as required on the "Certifications" page.

File name: EC-InputSum, EC-ProjSum

HVAC Load Sizing Calculations: This is required for all new/replaced HVAC equipment.

File name: M-LoadCalc

Simultaneous Review Form: If your Environmental review will be happening simultaneously with your Building Permit review.

File name: AS-SimtRevw

Private Provider Submittal:

File name: AS-PrivProv

Contractor Record of Acknowledgement: This is required. [Contractor Record of Acknowledgement Form](#)

File name: AS-ContrRcdAck

Flood Elevation Certificate: This is required on permits for new or substantially improved/repared buildings which are in special flood hazard areas. For more detailed information pertaining to special flood hazard areas, [click here.](#)

File name: R-FloodElevCert

Notice of Commencement: Required if the cost of work to be completed is over \$5,000. Not required for initial submittal but is required prior to the permit being ISSUED. [Notice of Commencement Form](#)

File name: AS-Notice of Commencement

Original Document Notary Public Affidavit: [Notary Affidavit Form](#)

File name: AS-NotaryAff

CELL TOWERS: If applying for a Commercial Building Permit that includes a cell tower project, the following documentation is required.

Tower Permit Lessee Authorization:

File name: AS-TowerLesAuth.pdf