

City of
BOCA RATON

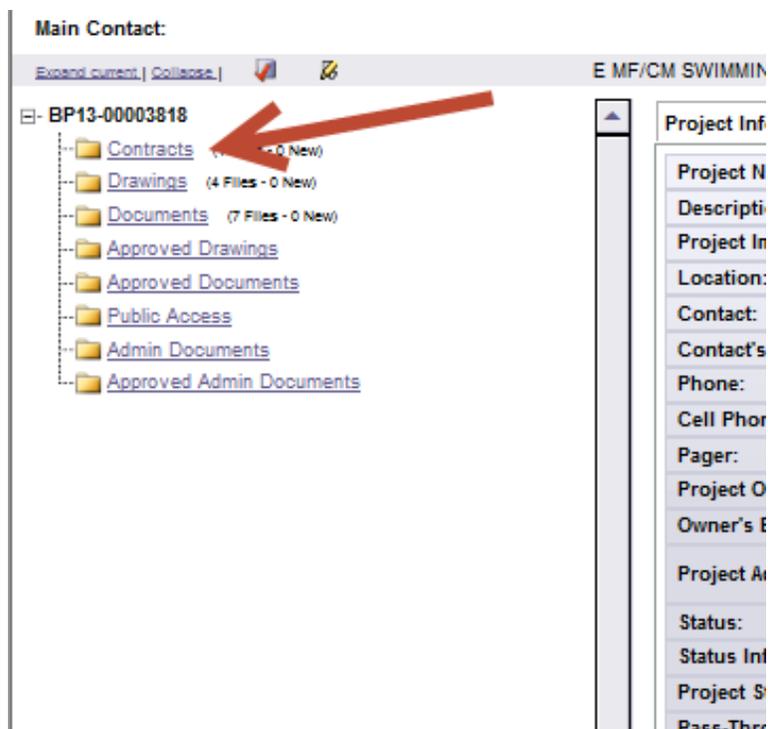


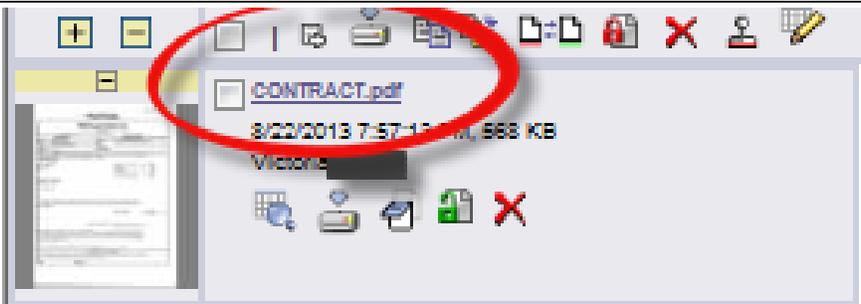
ePLANS

Naming Conventions

Contracts Folder

A copy of the signed contract notarized as “true copy” with both the owner’s signature and the contractor’s signature is required and is to be uploaded into the Contracts Folder. The names of both parties must be printed next to their signatures for verification.





Naming Conventions for Contracts

- ❖ The original upload into the Contract Folder is to read ***CONTRACT.***

Documents Folder

All documents including applications, notice of commencements, product approvals (NOA's), roof packages, windload design form, authorizations (POA's), truss packages, special inspector applications, narratives, geotechnical reports, submittal forms, all load calculations and cut sheets are to be uploaded into this folder.

If you are uploading signed and sealed documents from an architect or engineer you must have the **PEDDS (Professionals Electronic Data Delivery System) submitted over the counter or through the mail/FEDEX/UPS (attn: Building Permits Library) so that we have an original. This information is found on our website under *FAQ's* (frequently asked questions) under #7.**

Naming Conventions for these items are as follows:

All Applications begin with "APP"

Building Application	APP B
Building/Roof Application	APP R
Mechanical Application	APP M
Mechanical Hood Application	APP M Hood
Electrical Main Application	APP E
Electrical Service Change App	APP E SC
Electrical Low Voltage Sound	APP LV SOUND
Electrical Low Voltage Phone/Data	APP LV Phone
Electric Low Voltage Fire Alarm	APP LV FA
Electric Low Voltage Security	APP LV Sec
Electric Low Voltage Access	APP LV Access
Plumbing Application	APP P
Plumbing Irrigation Application	APP PI
Plumbing Gas Application	APP PG
Fire Building Application	APP FB
Fire Alarm Application	APP FA
Fire Sprinkler Application	APP FS

Fire Suppression Application

APP FS SUP

Community Appearance Board App

APP CAB

All Product Approvals begin with "NOA" with a BRIEF description such as shown below.

NOA Single Hung Window

NOA Roof Tile

NOA French Doors

NOA Garage Doors

NOA Polypro AH160

The following documents should be named:

Truss Packages

TRUSS

Flashing Information

FLASHING

Owner Builder Affidavit

OB

Water Sewer Form

WATER

Homeowners Authorization

HOA

Documents showing authorization

AUTH

Power of Attorney

POA

Wind Loads

Windloads

Design Pressure

Design Pressure

**Supplemental/Mitigation Roof
(Upload Together)**

Roof

Fire Alarm Information

FA

Fire Sprinkler Information

FS

Geotechnical Reports

Geotech

Pre Demo Forms

Pre Demo Form

Palm Beach Property Appraiser

Papa

Warranty Deed/Settlement

Warr

Lease

Lease

Calculation

Calcs

**All other documentation
(Upload Together)**

Supp Info

Drawings Folder

All plans/drawings and surveys will be uploaded into this folder.

If you are uploading signed and sealed plans from an architect or engineer you must have the **PEDDS (Professionals Electronic Data Delivery System)** submitted over the counter or through the mail/FEDEX/UPS (attn: Building Permits Library) so that we have an original. This information is found on our website under *FAQ's* (frequently asked questions) under **#7**.

Always include the Signature Report page, which lists all of the signed and sealed plan sheets that were uploaded.

PROFESSIONALS' ELECTRONIC DATA DELIVERY SYSTEM

Signature Report

8/22/2013 4:12:40 PM

Daniel Thompson, PE - License No: PE33289	
Signature File URL:	./_META_INFO/PE33289_20130822_133711661.xml
Signature File Hash Code:	4AB45201-A75E4479-942C5D04-1EDC8EF7-D663239C
Date Created:	2013/08/22 - 15:37:51.62
Number of Signed and Sealed Files:	12
Scope of Work:	Plumbing Mechanical
Signed and Sealed Files	
File URL:	./M-0.1.PDF 
Hash Code:	0A3BB091-767EA8F3-881BC763-4043BA39-E23DABC1
File URL:	./M-1.1.PDF /
Hash Code:	37DDBE54-581115C0-DB63E1FA-23D5C383-6A9BFF8E
File URL:	./M-1.2.PDF /
Hash Code:	0266917E-0D097A08-80F57FF6-DE467D70-C09E13D6
File URL:	./M-2.1.PDF /
Hash Code:	9BFCDFBE-BA1F4FB8-030FC52E-2E3E00DD-4EEEE22A
File URL:	./M-2.2.PDF /

The Signature Document is also required to be submitted.

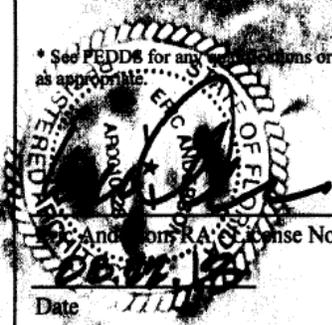
PROFESSIONALS' ELECTRONIC DATA DELIVERY SYSTEM	
Signature Document	
8/22/2013 3:36:43 PM	
Financial Project ID:	--
Signatory Name:	[REDACTED], RA - License No: RA10628
Signatory File Path:	./_META_INFO/RA10628_20130822_133755732.XML
Date Created:	2013/08/22 15:36:42.916
Scope of Work:	Architectural
Signature File Hash Code: 066310B1-EE32B84A-FE6B556F-AF12FC82-783001CE 066310B1-EE32B84A-FE6B556F-AF12FC82-783001CE 066310B1-EE32B84A-FE6B556F-AF12FC82-783001CE	
Number of Signed and Sealed Files: 30	

This document is signed and sealed to secure the electronic files referenced by the signature files as described in Florida Department of Business and Professional Regulation, Board of Professional Architecture and Interior Design, Procedures for Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or other Documents, Rule 61G1-16.005, F.A.C.

* See PEDDS for any conditions or further limitation in scope on individual signed and sealed drawings or files in this project as appropriate.

Architect/Engineer RA License No: RA10628

Date: 8/22/13



Notice that the Signature Document is the page where the architect or engineer signs and seals for the uploaded plans.

When naming your drawings they need to be named exactly as it shows in the title block. Also, a 3 digit prefix needs to be in front of that name to keep them in the order that they would be seen if they were being reviewed in their paper form.

For example, if your first few sheets were: CV, A-1, A-2, E-1, E-2 you would name them exactly as they are named in the title block and the 3 digit prefix would number them to keep them in order.

For example, they would be named and uploaded as: 001 CV, 002 A-1, 003 A-2, 004 E-1, 005 E-2 and so on.

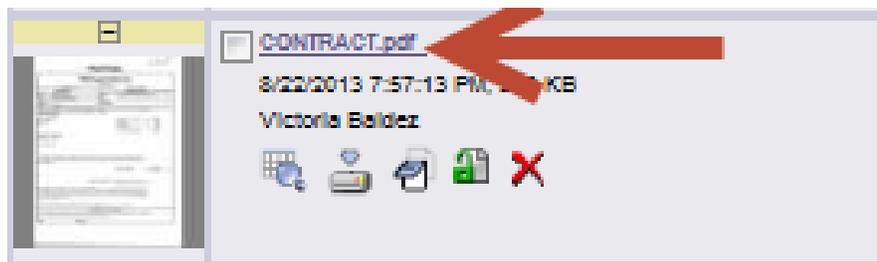
Be sure that the PEDDS have the same naming convention to match exactly as the file is named and uploaded.

Corrections

When uploading your corrections to address the pending comment(s) from plan review:

You will need to name the file exactly the same as the original documents, contract or drawings already uploaded if:

You are uploading the same information with the same amount of pages but additional information has been added. For example, if you are uploading a contract that is the same with the exception that the contract has additional information, such as, a notary stamp or signatures.



ORIGINAL



CORRECTION

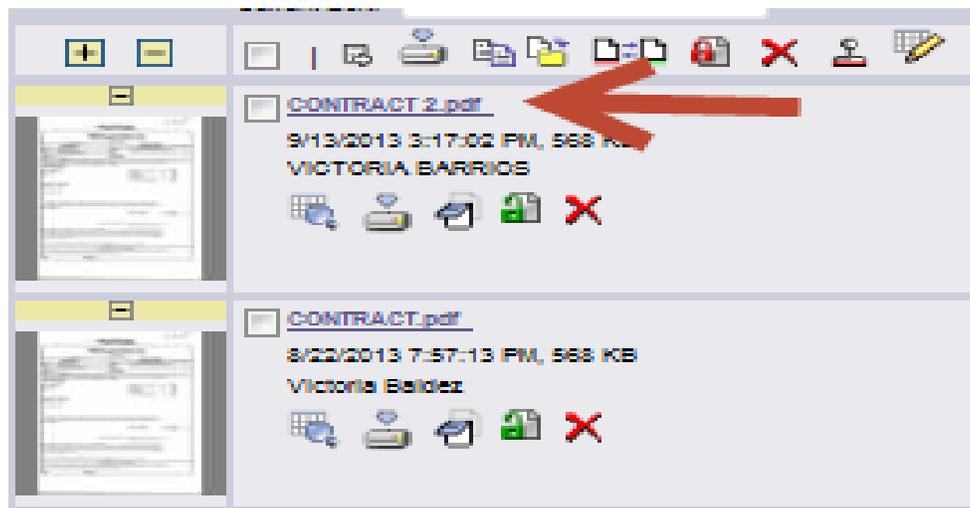
Notice that when the correction you are uploading is named exactly like the previous file uploaded into ProjectDox, the new file will override the existing file. The computer will automatically make your new upload a version 2 (V2). You will not need to include the V2 when saving your new document or drawing.

You will need to name the file differently IF:

You are uploading information that does NOT have the same information or the same amount of pages. For instance, if you are submitting a contract for a subcontractor, you do not want to override the contract from General Contractor; therefore, you would need to name the file *CONTRACT 2.*



ORIGINAL



CORRECTION

When uploading drawings that have never been submitted before as part of a correction, you will name the drawing exactly as it shows in the title block but your three digit prefix will allow you to add that additional page in between drawings that have already been uploaded by using a additional decimal prefix.

Example: If you uploaded drawings 001 A-1 and 002 A-3, you will be able to upload your A-2 drawing as 001.1 A-2 keeping your plans in the order you want them to be reviewed.

Revisions

When uploading a Revision to your permit in ProjectDox:

Be sure that you know the Revision Number, so that you can add it to the Original Naming Conventions:

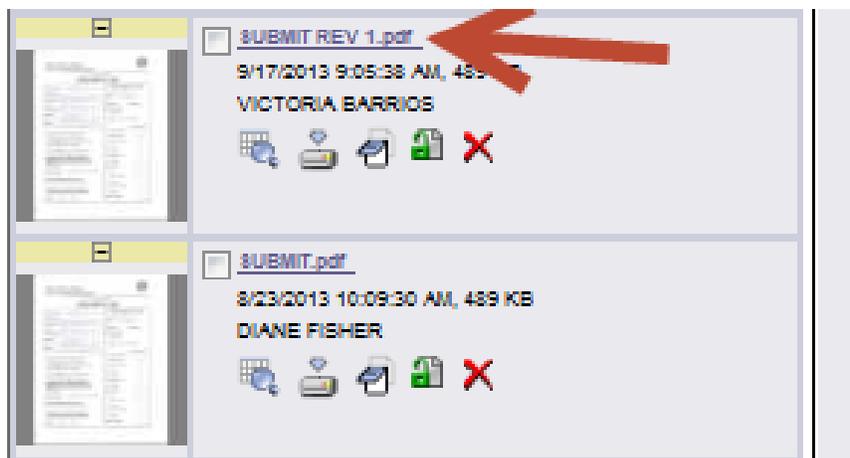
For Example: SUBMIT REV 1

CONTRACT REV 1

NOA FRENCH DOORS REV 1

TRUSS REV 1

FA REV 1



All revised Drawings need to be named exactly the same as the original uploaded drawings without the revision number added. This will prompt ProjectDox to override the original drawings.