

Project Dox Instruction

Drawing Folder Naming:

1. List the drawing type with ARCH, STRUCT, ELECT, MECH, PLUMB, CIVIL, LAND, COVER SHEET
2. Use a hyphen in between the Page type and number.
Note: Only Drawings should be uploaded to the drawing folder. All PERMIT applications must be placed in the Permit application folder. All other files should be uploaded to the document folder.

EX: Type of page & Page number

ARCH-A-1

STRUCT-S-1

PLUMB-P-1

ELEC-E-1

Document Folder Naming:

1. Orientation: Landscape or Portrait will be accepted for documents
2. Documents Only must be named exactly for what they are.

EX:

Addendum, Wind load Chart, Contract, Floor Plan, NOA Series 600, NOC, WC Policy etc.

Application Folder Naming:

EX:

Building Application
Plumbing Application
Electrical Application
Mechanical Application

Sub application Naming:

Note: These can be master permits too

EX:

Fire Sprinkler Application
Fire Alarm Application
LP Gas tank Application
Fence Application
Screen Encl Application
Mechanical Hood Application

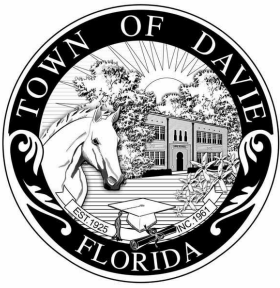
Project Dox Instruction

Uploading Files

1. **Drawings** must be individually uploaded and saved in PDF vector file.
2. **Drawings** must be uploaded in landscape orientation (horizontally).
3. **Documents** (8 1/2" X 11") A document can include multiple pages per file. Should not be encrypted or password protected.
4. **Border Standards required for Drawing folder:**
 - The top right corner of **ALL DRAWINGS** must be reserved for the Town of Davie electronic stamp. Please leave the top right corner completely blank on all drawings. Dimensions: 3" width x 5" height.
5. **Correction/Revision Files:**
 - Corrected/Revised files should always be re-submitted with the **SAME FILE NAME** as the original submittal.
6. **New Pages as Correction:**

How to insert new drawing between two existing sheets:

 - Use the alphabet. For example: insert a new page between A-1.pdf and A-2.pdf, the new page will be A-1A.pdf, A-1B.pdf (second new page), etc.



ADMINISTRATION DEPARTMENT
BUILDING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314
PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV



TOWN OF DAVIE
BUILDING DIVISION

6591 ORANGE DRIVE, BUILDING C

DAVIE, FL 33314

LEAVE BLANK →

Reserved
for the
Town of
Davie
Electronic
Stamp
3" W x 5" H



SAMPLE PLAN SHEET FOR TOWN OF DAVIE
BUILDING DIVISION SUBMITTALS

SAMPLE PLAN SHEET FOR
TOWN OF DAVIE SUBMITTALS

COVER SHEET

G-001

How Can I tell if my PDF file is a vector or a bitmap?

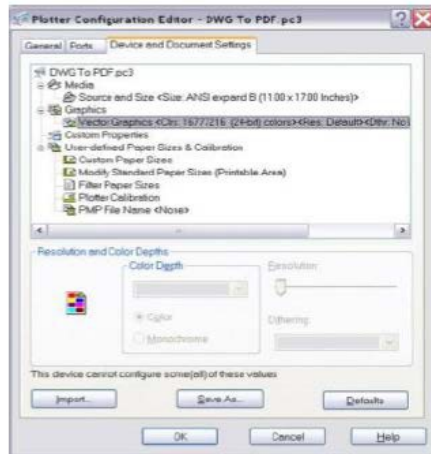
As easy way to see if the PDF file contains vector or bitmap content is to magnify the drawing to more than 800%. If you see smooth curves and straight lines, it's a vector file and the conversion results will be successful. If what you see on screen looks jagged, ragged or pixelated, it is a bitmap file and you will only be able to create drawing template to aid in redrawing the file in your engineering application.

File Type Standards

Supporting files may be in the following formats: Microsoft Word, Excel, PowerPoint or PDF. Please submit searchable PDF files for calculations, reports and other supporting documentation (non-drawing files).

Only DWG, DWF, DGN, DXF or vector PDF files will be accepted for drawings. AutoCAD software is commonly used to create drawing files. If PDF is the preferred file type, it is recommended that drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver."

If drawings are electrical, mechanical, plumbing/gas, etc, confirm that only the trade lines are dark by changing the background to grayscale prior to saving as a vector PDF file.



Folder Structure

- All documentation (any non-drawing files, truss calculations, geotechnical reports, etc.) should be uploaded into the "Documents" folder for each project.
- All drawings should be uploaded to the "Drawings" folder for each project.