

Projectdox instruction Naming and information sheet

1. Drawing folder naming: First, list the sequence. Example: 1, 2, 3, etc. This should match the order of the index of drawings from cover page.
2. Second, list the drawing type with ARCH, STRUCT, ELECT, MECH, PLUMB, CIVIL, LAND, COVER SHEET
3. Use a hyphen in between the Page type and number.

Drawing folder Naming:

EX: Sequence number 001-Type of page- page number

001-Plumb-1

002-Plumb-2

Document folder Naming:

The files in this in this folder are named exactly what they are:

EX: Contract, Addendum, NOA Series 600, NOC, WC Policy etc.

Application Folder Naming Generic naming for the Master applications.

EX:

Building Application

Plumbing Application

Electrical Application

Mechanical Application

Sub application Naming **please note some of 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

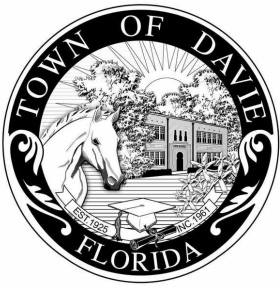
Projectdox instruction Naming and information sheet

What this does

1. It gets the plans in order.
2. It lets the trades know which drawings are specific to them.
3. It allows plan reviewers to know the drawing number before they open the file.
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.

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") may be uploaded in PDF multi-page portrait orientation.
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.



ADMINISTRATION DEPARTMENT
BUILDING DIVISION

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

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

- If your correction contains new pages that must be inserted in between, you must add (a, b, and so on) after the name of the page you wish to insert it after.

For Example: Page before: 001-ELECT-1

New Page After: 001-ELECT-1**a**

 <p>TOWN OF DAVIE BUILDING DIVISION 6591 ORANGE DRIVE, BUILDING C DAVIE, FL 33314</p>	<p>LEAVE BLANK →</p>	<p>Reserved for the Town of Davie Electronic Stamp 3" W x 5" H</p>
		
<p>SAMPLE PLAN SHEET FOR TOWN OF DAVIE BUILDING DIVISION SUBMITTALS</p>		
<p>COVER SHEET G-001</p>		

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

Projectdox instruction Naming and information sheet

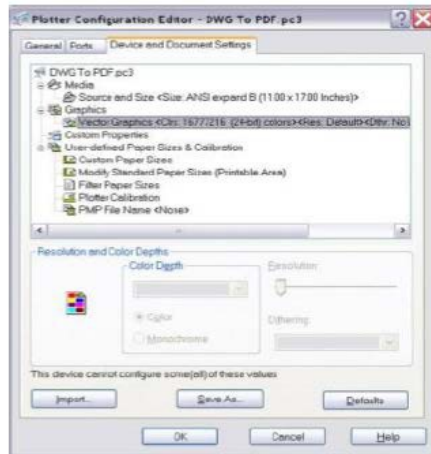
As easy way to see if the PDF file contains vector or bitmap content is to magnify the drawing to more than 800%. If you see smooth curves and straight lines, it's a vector file and the conversion results will be successful. If what you see on screen looks jagged, ragged or pixelated, it is a bitmap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