

How to Name a File

1. First, list the sequence to get the plans in order with three digits. Example: 001, 002, 003, 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, etc.
3. Third, the actual page/sheet number in the bottom corner of the drawing, A-1, A-2, S-1, S-2, M-1, E-1, P-1, etc.
4. Use a hyphen in between the three parts of information in the file name.

Example: **001-ARCH-A-1**

002-ARCH-A-2

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 applications must be placed in the application folder. All other files should be uploaded to the document folder.

Uploading Files

1. **Drawing** must be individually uploaded and saved in PDF vector file.
2. **Drawing** must be uploaded in landscape orientation (horizontally).
3. **Documents** must be uploaded in PDF multi-page portrait orientation (vertically).
4. Border Standards required for all drawing files:
 - 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

- If your correction contains new pages that must be inserted in between, you must add a point (.1) after the name of the page you wish to insert it after. **For Example:** Page before: 001-ELECT-E-1/ New Page After: 001-ELECT-E-1.1

Uploading Documents

APPLICATIONS: EACH APPLICATION MUST BE SAVED AS MULTIPAGE PDF

Building Application	APP BL	Irrigation	APP PL IRR
Roof	APP BL ROOF	Fire Sprinkler	APP PL FS
Fence	APP BL FENCE	Gas	APP PL GAS
Electrical Application	APP EL	Site drainage	APP PL SITE DR
Low Voltage Phone	APP EL PHONE	Mechanical	APP MECH
Security	APP EL SEC	Hood	APP MECH HOOD
Data	APP EL DATA	Fire Plan	APP FIRE
Engineering App.	APP ENG	Review	
Plumbing Application	APP PL		

OTHER DOCUMENTS:

Capitol Recovery Fee	CRF	Notice of Commencement- NOC	
Fire Sprinkler Calcs	FS CALCS	Survey	SURVEY
Product Approvals	NOA Shutters	Fire Alarm	FA CUT SHEETS
	NOA Doors	cut sheets	
	NOA Windows		
Truss Drawings	TRUSS		
Energy Calculations	EN CALCS		

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

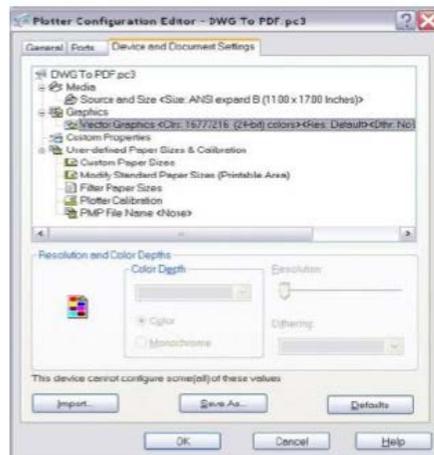
As easy way to see if the PDF file contains vector or bitmap content is to magnify the drawing to more than %800. If you see smooth curves and straight lines, it's a vector file and the conversion results will be successful. If what you see on screen looks jagged, ragged or pixelated, it is a bitmap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