



## CPP Guide Lines For E-Plan Processing

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# CPP Guide Lines For E-Plan Processing

## 1. Guidelines Overview

The Concurrent Plans Processing (CPP) Guideline is for use by permit applicants who wish to leverage the benefits of electronically processing building plan packages. These guidelines have been developed to serve as a template for the exchange of electronic data between the permit applicant and Miami-Dade County (MDC).

The CPP Guidelines for electronic plan package submittal shall dictate required documentation, procedures, data, naming conventions and file formats for e-plan (electronic) processing. The permit applicant shall provide the entire electronic plan package on one or more CD ROM. The CD ROM shall contain all drawings and supporting documents in PDF file format.

The permit applicant shall be notified via email when the review process is completed by Miami-Dade County. The permit applicant will be responsible for any and all modifications required to drawings and supporting documents that have been disapproved. The permit applicant will electronically resubmit the drawings / supporting documents that have been corrected. The permit applicant will be notified when a plan package is approved. The permit applicant may then pay for the permit, print the permit and obtain the job copy over the internet. The permit applicant is responsible for producing the paper job copy for the job site.

## 2. Required Documentation

### 2.1 CD ROM Labeling

All CD ROMs are to be labeled as follows:

DATE	The date the CD ROM containing the plan package was delivered to the Building Department.
Address	Job site address
NAME	Name of the design professional or permit applicant.
TELEPHONE NUMBER	Telephone number of the design professional or permit applicant.
CD ROM	CD ROM are to be numbered in coordination with File Descriptions.

#### Example A

05/01/02  
10100 NW 25 Ave  
A1 Architects, Inc.  
305.111.2222  
CD 1 of 2

### 2.2 PDF File Type Only

- All drawings and supporting documents in the plan package **must** be in PDF format.
- PDF files shall be created in a manner that retains the sheet aspect ratio allowing for electronic measurements using the markup tool.
- PDF files shall have only one layer without any embedded objects.
- PDF files shall not be encrypted or password protected.



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### 2.3 File Names

- File names shall not contain any leading or trailing spaces.
- File names shall not contain special characters such as: parenthesis “( )”; double periods “..”; question marks “?”; etc.
- The discipline is the primary method of classification for file names. Each file shall contain the discipline code as the first letter of the file name. Sheet File names start with the discipline code, followed by a user-definable numerical field that closely corresponds to the sheet sequence number. For example A-101 for architectural, floor plans, first floor.

A	Architectural
C	Civil
E	Electrical
F	Fire Protection
G	General Information (non-discipline specific)
H	Hazardous Material
I	Interiors
L	Landscape
M	Mechanical
P	Plumbing
O	Equipment
S	Structural
T	Telecommunications
X	Other Disciplines
Z	Contractor/Shop Drawings

- Sheet numbers should be designated sequentially starting at "01" and continuing thru "99"

Examples:

The following are sample sheet file names:

A-101.pdf Architectural, first floor plan, sheet 1.1

A-102.pdf Architectural, second floor plan, sheet 1.2

A-103.pdf Architectural, first floor reflected ceiling plan, sheet 1.3

A-201.pdf Architectural, elevations, sheet 2.1

A-501.pdf Architectural, details, sheet 5.1

### 2.4 Standard Sheet Sizes

Supporting documents shall be accepted only in 8 1/2" x 11" page size. Plan pages shall be accepted only in Sizes Plot 8 1/2" x 14", 11" x 14", 12" x 8", 24" x 36" and 36" x 48".

### 2.5 State of Florida Rules for Signing and Sealing Electronically

Information stored in electronic files representing plans, specifications, plats, reports, or other documents must be signed and sealed electronically where required by state laws as described in the Florida Statutes Chapter 471.025, 481.221, and 668.001-006.

### 2.6 Measurement Scale

All plan pages must contain a scale.



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### 3. Obtaining Rendered Plan Packages

In order to print the plan packages, your computer must have Adobe Reader version 9.3 or higher. To download Adobe Reader v9.3, please visit <http://get.adobe.com/reader/>. Or you can also print the plan packages by:

1. right click on each file
2. select “save target as”
3. save the files in your local computer
4. print files

#### 3.1 Rework or Revisions (Tracking on Process Number)

If a permit application has not been approved the permit applicant shall use the tracking or process number to locate the plan package in Plan Tracking. The permit applicant shall open the folder and download all corresponding documents.

#### 3.2 Paying For Permit

A permit applicant will receive an email notification when the plan package has been approved. The permit applicant may then go to <http://www.miamidade.gov/building/> and select “Pay Fee Dues” to pay for the permit. Once payment is accepted the permit applicant may print the Permit Card by clicking on “Print Permit etc” on <http://www.miamidade.gov/building/>.

#### 3.3 Job Copy (Permit Number)

When the permit is issued, the customer will receive an e-mail advising him/her that the permit was obtained and that the plans are ready to be retrieved electronically. The e-mail will provide the link where the customer can view and print the final set of plans at no additional cost. This link will be available for 30 days after the e-mail is issued. After 30 days, customers will have to logon to the e-Microfilm web site <http://bldgappl.miamidade.gov/microfilm/> and pay \$18.75 per permit or address to retrieve and print the plans.

The permit applicant is responsible for delivering a certified paper job copy of the plan set to the job site. The printed job copy must contain:

1. The MDC watermark on every page.
2. The MDC stamps and signatures from required plans examiners. The stamps and signatures on the paper job copy must be reconcilable against the electronic records at the time of inspection.

### 4. Roofing Only Requirements

The forms and documents used to create the roof permit package should be saved as PDF documents. Each separate PDF document can contain single or multiple pages. The PDF documents once created will look like the original documents and can contain text, drawings, graphics or even photos. Once the permit PDF documents are created they should all be labeled in the following ways to help expedite the review and permitting process.

#### 4.1 PDF Document Label

1. PAY - Permit Application: Yellow Form
2. RPF - Roof Permit Forms = Section A & B page, Roof Plan Diagram, Section C page(s), Section D page(s), Section E page
3. NTF - Notification Forms = Section 1524 owner’s notification form, Commercial Re-roofing Statement
4. DWG - Details/Drawings = all plan drawings.
5. ETR - Engineering/Calculations/Test Reports



### **CPP Guide Lines For E-Plan Processing**

6. NOA - NOA Product Approval = Cover Sheet, Specific System Page, General & System Limitation Page(s), Fire Directory Listing
7. DERM - DERM: Asbestos review= Notice of Asbestos Form, Asbestos Survey
8. RW - Rework(s) = original name + RW + sequence # ex. NOA RW1.

#### ***4.2 Forms Available On The Internet***

The documents listed above are available at [www.miamidade.gov/building/form-checklist.asp](http://www.miamidade.gov/building/form-checklist.asp). You must comply with Section 2.5 of this document if you sign and seal the forms electronically. You may also sign and seal printed forms and then scan them to a CD ROM.