

Miami Dade General Instructions and Guidelines

1. Plans and supporting documentation meeting established Concurrent Review Guidelines
 - a. All drawings and supporting documents in the plan package must be in PDF format.
 - b. PDF files shall have only one layer(flattened) without any embedded objects.
 - c. PDF files shall not be encrypted or password protected.
 - d. Documents should be scanned at no greater than 300 dpi.
 - e. Adobe Portfolio PDF types are not accepted.
2. File naming and size limit
 - a. The file name shall not contain:
 - i. Any leading or trailing spaces.
 - ii. Special characters such as: parenthesis “()”; double periods “..”; question marks “?”; etc.
 - b. 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, followed by a user-definable numerical field that closely corresponds to the sheet sequence number.
 - i. For example A-101
 - c. For reworks the corrected files should be named the same as the original with the date of the rework. Only submit the sheets requiring corrections (do not resubmit the entire plan set.)
 - i. For example A-101-3-26-2020
 - d. The total upload for the plan set should not exceed4 GB
 - e. Plan must be submitted as one PDF per plan sheet
 - f. Calculations, NOAs, Application and Supporting Documents can be submitted as multiple page PDFs