



# FILE STANDARDS FOR ELECTRONIC PLAN REVIEW

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## PROJECT AND PERMIT DOCUMENTATION STANDARDS

Community Development requires that Applicants use consistent naming for their drawing files. The following standards are to be used as guidelines for successful submission of plans to the City of Lakeland.

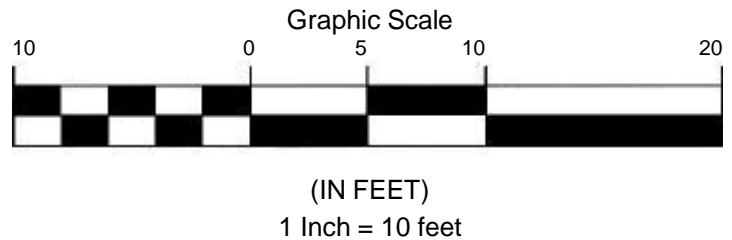
**Note:** Any drawing files that are submitted not following a consistent standard may be returned to the applicant, which will delay the review process.

## BORDER STANDARDS

A 2" X 2" area should be reserved at the **top right** corner of **ALL** drawings for the **APPROVAL STAMPS**. Please leave the top right corner completely blank on all drawings (with exception of the border). This is applicable to all sheet sizes.

## GRAPHIC SCALE

- Each sheet should have a graphic scale. Example to the right
- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- All plans should be drawn to scale.



## FILENAME FORMAT

Please name all Application and Plans documentation after the type of data it represents. Maximum file name size is limited to 65 characters. Files should be named following a consistent standard.

Suggested File Name consists of a discipline designator and a short description. Examples of following format:

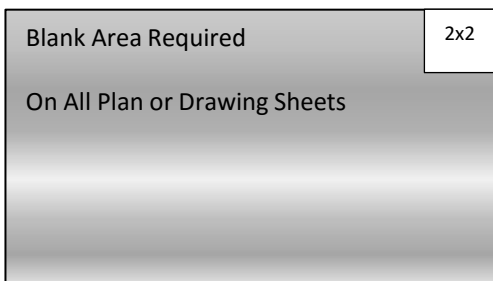
Ex: SU-2016-MASS AVE MARKET-UTILITY.pdf  
S100-RoofSupports.pdf  
001Cover.pdf

| Discipline Designators |              |                        |      |
|------------------------|--------------|------------------------|------|
| Sheet Type             | Name         | Sheet Type             | Name |
| Coversheet with Index  | 001 Cover... | Survey                 | SV   |
| General Notes          | GN           | Storm Water Management | SW   |
| Architectural          | A            | Site Utilities         | SU   |
| Life Safety            | LS           | Geotechnical           | G    |
| Structural             | S            | Demolition             | D    |
| Mechanical             | M            | Specifications         | SPEC |
| Plumbing               | P            |                        |      |
| Electrical             | E            |                        |      |
| Low Voltage            | LV           |                        |      |
| Fire                   | F            |                        |      |
| Civil                  | C            |                        |      |
| Site Plans             | SP           |                        |      |

## COVER SHEET

Cover Sheet is required:

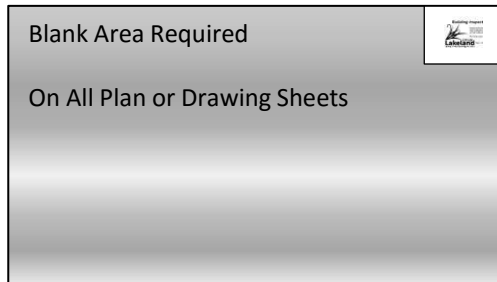
- be named "001 Cover"
- contain an accurate index indicating sheet size for each plan sheet including supporting documents
- must contain a 2" W x 2" L (two inch width by two inch length) blank area in the uppermost right hand corner to be used for City approval stamp placement



## PLAN SHEETS

Other Plan Sheets shall:

- be site specific plans for the structure submitted
- contain a 2" W x 2" L (two inch width by two inch length) blank area in the uppermost right hand corner to be used for City approval stamp placement



File names for Plan Sheets must be identified according to index on coversheet. The coversheet shall be named "001 Cover."

Each plan or drawing sheet should be:

- saved as PDF (with layers intact)
- saved as a separate file (e.g. floor plan, electrical plan, architectural plan, etc.)
- printable to 24" x 36" sheet
- saved and uploaded in LANDSCAPE format
- contain a graphic scale
- Note: PDF is the preferred file type; however other formats can be used such as .dwg, dgn, jpg, gif, etc.

Each plan or drawing sheet must be:

- single sheets ( do not put multiple sheets in the same file )
- Signed digitally by the Professional of record (See Digital Signature section for details)

## DIGITAL SIGNATURE

Each drawing file must be digitally signed by the Professional of record in accordance with their Certification Board and the State of Florida.

- The files cannot be self-signed
- A third party certificate authority must be used to obtain your Digital Signature
  - o Example of Digital Signature authorities:
    - IdenTrust
    - Cosign
    - GlobalSign

## SUPPORT DOCUMENTS

- Shall be listed on the coversheet
- Identified according to the file name conventions
  - o Ex: Energy Load Calculations, Garage Door Cut Sheet, Truss Layout, Product Approvals, and engineer's report that contains additional information not found on plans, and etc.

## REVISIONS

If file revisions are required, files will be uploaded to the system using the **same file name** as the original file. The system will keep track of versions and allows for file compares between versions. A narrative listing changes made will need to be included with the submission.



**Note: If you fail to use the same name, you may slow the review process for your plans.**

## SITE PLAN ADDITIONAL REQUIREMENT

If you are going thru a Site Plan review with the Planning Department, you will also need to upload a copy of your site plan in AutoCAD (.dwg extension) Version 14 or earlier or Microstation (.dgn extension) format.

All information should be in the ***State Plane Coordinate System NAD83 Florida West\_0902 FIPS (US feet)***.

In order of preference, this is the criteria for the formats to be sent:

- ArcGIS
  - o File Geodatabase
  - o Personal Geodatabase
  - o Feature Class
  - o Shape file
  
- AUTOCAD
  - o These files should be processed so that objects are broken down to be utilized by previous versions.
  - o Xref files should be included if needed, but base site information and possibly proposed utility design may be shown.
  - o If all of this is merged to one file on different layers it would be appreciated.
  - o ACAD 2010 dwg files.
  - o ACAD 2007 dwg files.
  - o ACAD R14 dwg files.