City of Doral Building Department Guidance Document
Titleblock Setup

Important Submittal Notes for our Customers:

1. Use **Miami-Dade County Naming Conventions** for all sheets by following their CPP Guidelines for E-Plan Processing and ISO standards for PDF creation
2. Pages must be submitted as **individual files in PDF format only**. (*Exception: Storm-water modeling and public works files may be submitted in native format.)*
3. **24x36 Landscape View preferred** (30x42 maximum) and pages shall be rotated to read horizontally on screen (upright). *Exception: Reports & Specifications shall be 8-1/2" x 11" portrait or MDC NOA/Product Approvals may be 11"x17" Landscape.)*
4. Use **TrueType Fonts**
5. Files MUST be **UNLOCKED / UNPROTECTED** to receive approvals and stamps.
6. Digital Signatures require a Certificate Authority
7. Users are encouraged to NOT move VIEWPORTS or shift XREFS upon rework submittal
8. USE BLOCKS for common or repeated items
9. All sheets shall contain a **written or graphic scale**
10. Maintain output scale. **Do NOT "FIT TO PAGE".** Export directly to PDF.
11. **RESERVE AREAS FOR CITY STAMPS AS SHOWN ON THIS GUIDE.**
12. By adhering to these guidelines, you help the review team speed up their process and your permit may be approved faster. Thank you!

INFORMATION STAMPS MAY BE AFFIXED IN THIS AREA BY THE PLANS EXAMINER

STANDARD DESIGN PROFESSIONAL TITLEBLOCK INCLUDING LOCATION OF PROJECT, DESIGN PROFESSIONAL INFORMATION AND REGISTRATION OR LICENSE NUMBER, PAGE NUMBER, DATE

CITY OF DORAL VOID [AUTOUSER] [AUTODATE]

(2) 3"x3" AREAS RESERVED FOR AEC CONSULTANTS' SEALS

2" x 12"
RESERVED FOR MIAMI DADE COUNTY DEPARTMENT OF REGULATORY & ECONOMIC RESOURCES APPROVAL STAMPS

2" HIGH BODER
RESERVED FOR CITY OF DORAL APPROVAL STAMP
&
PAGE REVIEW STAMP

City of Doral Building Department
Page Review

Discipline	Reviewed By/Date:	Discipline	Reviewed By/Date:
Planning/Zoning	PZ REVIEWER [AUTODATE]	Plumbing	
Building	BD REVIEWER [AUTODATE]	Floodplain	
Structural		Public Works	
Electrical		Other	
Mechanical		Other	

Engineer / Other Consultant Seal & Digital Signature

Engineer / Other Consultant Seal & Digital Signature

PERMIT STAMP

MDFR Fire Sprinkler Final Required

Please submit proof of final to Chief Mechanical Inspector

MIAMI-DADE COUNTY PERMIT #:_____

TYPICAL

Master Model #:_____

MASTER MODEL

Model Name/#:_____

REVISION

Master Permit #:_____

Hurricane Protection Devices MUST comply with FBC 1010.1.1.4.5 for temporary installation or closure in Group R Occupancies during threat of a storm.

- REVIEWERS' APPROVAL SIGNATURE W/ DATE STAMP SHOULD APPEAR ONLY NEXT TO RELEVANT TRADE IN THE PLAN REVIEW STAMP
- IF POSSIBLE, STAMP SHOULD AUTO-POPULATE WITH ENERGOV DATA: PERMIT NO, JOB ADDRESS AND FOLIO NUMBER
- TAMPS ON THIS PAGE WILL ONLY APPEAR ON THIS BACK PAGE/SLIP SHEET
- LOCATIONS ARE FIXED, BUT NOT ALL STAMPS WILL APPEAR AT SAME TIME
-

PUBLIC WORKS PERMIT REQUIRED

IMPORTANT: You have submitted rework sheets AFTER final review approval by MDFR. You may be required to submit a standalone REVISION (new process with MDFR AND City of Doral) to have those sheets reviewed & approved. By signing below, you acknowledge that this could delay your closeout at the end of the project, and you understand the process required by both jurisdictions.

Applicant: _____

Date: _____

City/Admin Initials: _____

Date: _____

SLIP SHEET / BACK PAGE

City of Doral

BUILDING DEPARTMENT

Plan Review Approval

Permit No.	[Auto]
Job Address:	[Auto]
Folio No:	[Auto]

Discipline	**Reviewer Approval & Date**
Planning/Zoning	PZ REVIEWER [AUTODATE]
Building	BD REVIEWER [AUTODATE]
Structural	STR REVIEWER [AUTODATE]
Electrical	EL REVIEWER [AUTODATE]
Mechanical	ME REVIEWER [AUTODATE]
Plumbing	PL REVIEWER [AUTODATE]
Flood	FL REVIEWER [AUTODATE]
Public Works	PW REVIEWER [AUTODATE]
Other	

Approval subject to Compliance with all Federal and State Laws and City Codes and Ordinances.

Separate permits may be required for Electrical, Plumbing, Mechanical, and Roofing or Public Works (Right-of-Way) work.

APPROVED PLANS MUST BE ON THE JOB SITE AT ALL TIMES FOR INSPECTIONS.

REVIEWED FOR CODE COMPLIANCE

PERMIT COPY

City of Doral

PUBLIC WORKS DEPARTMENT

Plan Review Approval

Permit No.	[Auto]
Job Address/ intersection:	[Auto]
Folio No:	[Auto]

Discipline	**Reviewer Approval & Date**
Public Works	PW REVIEWER [UTODATE]
PW MOT Rvw	MOT REVIEWER [AUTODATE]
PW Traffic / CMP	CMP REVIEWER [AUTODATE]
Electrical	EL REVIEWER [AUTODATE]
Building/Structural	BD REVIEWER [AUTODATE]
Plumbing	PL REVIEWER [AUTODATE]
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PUBLIC WORKS PERMIT

City of Doral

ZONING DIVISION

Plan Review

Permit No.	[Auto]
Job Address:	[Auto]
Folio No:	[Auto]

Discipline	**Reviewer Approval & Date**
Zoning	PZ REVIEWER [AUTODATE]
Other	

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ZONING PERMIT APPROVAL

City of Doral

PLANNING DIVISION

Development Review

Process No.	[Auto]
Job Address:	[Auto]
Folio No:	[Auto]

Discipline	**Reviewer Approval & Date**
Planning	PZ REVIEWER [AUTODATE]
Director	PZ REVIEWER [AUTODATE]

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PLANNING APPROVAL

City of Doral

PLANNING AND ZONING DIVISION

Planning and Zoning Review

Process No.	[Auto]
Job Address:	[Auto]
Folio No:	[Auto]

Discipline	**Reviewer Approval & Date**
Planning & Zoning	PZ REVIEWER [AUTODATE]
Director	PZ REVIEWER [AUTODATE]

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PLANNING AND ZONING APPROVAL

Alternative approval stamps by Division

City of Doral
BUILDING DEPARTMENT
Plan Review Approval

Permit No.	[Auto]
Job Address:	[Auto]
Folio No:	[Auto]
Discipline	**Reviewer Approval & Date**
Planning/Zoning	PZ REVIEWER [AUTODATE]
Building	BD REVIEWER [AUTODATE]
Structural	STR REVIEWER [AUTODATE]
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Please submit proof of final to Chief Mechanical Inspector

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TYPICAL
Master Model #:_____

MASTER MODEL
Model Name/#:_____

REVISION
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City of Doral
PLANNING DIVISION
Development Review

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PLANNING APPROVAL

City of Doral
PLANNING AND ZONING DIVISION
Planning and Zoning Review

Process No.	[Auto]
Job Address:	[Auto]
Folio No:	[Auto]
Discipline	**Reviewer Approval & Date**
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Director	PZ REVIEWER [AUTODATE]

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PLANNING AND ZONING APPROVAL

City of Doral
ZONING DIVISION
Plan Review

Permit No.	[Auto]
Job Address:	[Auto]
Folio No:	[Auto]
Discipline	**Reviewer Approval & Date**
Zoning	PZ REVIEWER [AUTODATE]
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ZONING PERMIT APPROVAL

City of Doral
PUBLIC WORKS DEPARTMENT
Plan Review Approval

Permit No.	[Auto]
Job Address/ intersection:	[Auto]
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Discipline	**Reviewer Approval & Date**
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