



**UPDATED DRAWING AND DOCUMENT SUBMITTAL PROCEDURES**

- **SUBMITTALS NOT FOLLOWING PROVIDED NAMING CONVENTIONS WILL NOT BE ACCEPTED (EXCLUSIONS - PAVERS, SHUTTERS, SHOP DRAWINGS, ROOFING, OTHER SMALL PROJECTS) PLEASE REQUEST FOR CLARIFICATION AT TIME OF SUBMITTAL**
- **FINAL PLAN SUBMITTAL – ALL VOIDED AND ACTIVE SHEETS MUST BE SUBMITTED ON FINAL ROUND OF PLAN REVIEW**
- **ALL RESUBMITTALS REQUIRE NARRATIVE AND INDEX OF PAGES SUBMITTED**

Contents

Quick Contact Directory..... 1

Links You Will Need to Access PRIOR to submittal ..... 1

EXISTING PERMITS IN PROCESS (PAPER PLANS) ..... 2

NEW SUBMITTALS..... 2

TRADE SUB PERMITS..... 3

Miami Dade County Application Submittal..... 3

Additional Information..... 4

Digital Plans Submittal Guidelines – MANDATORY FORMAT..... 4

Quick Contact Directory

New Permit Application Submittal	<a href="mailto:BDApplications@cityofdoral.com">BDApplications@cityofdoral.com</a>
Upfront fees & Permit Fees Payments	<a href="mailto:BDPayments@cityofdoral.com">BDPayments@cityofdoral.com</a>
Corrections/Rework Submittal	<a href="mailto:BDCorrections@cityofdoral.com">BDCorrections@cityofdoral.com</a>
Trade or Sub Permit Applications	<a href="mailto:BDSubs@cityofdoral.com">BDSubs@cityofdoral.com</a>

Links You Will Need to Access PRIOR to submittal

- Permit Application  
<https://www.cityofdoral.com/all-departments/building/forms-building/?page=5>
- MDC Permit Application  
<https://www.miamidade.gov/permits/library/building-permit.pdf>
- MDC File Naming Conventions  
<https://www.miamidade.gov/permits/library/guidelines/concurrent-plans-processing.pdf>
- MDC Property Appraiser  
[https://www.miamidade.gov/pa/property\\_search.asp](https://www.miamidade.gov/pa/property_search.asp)
- Business/Corporate Documents  
<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>

- Owner Builder Affidavit  
<https://www.cityofdoral.com/all-departments/building/forms-building/owner-builder-affidavit>
- Trade Fee Sheets  
<https://www.cityofdoral.com/all-departments/building/forms-building/>
- Temp for Test Affidavit  
<https://www.cityofdoral.com/all-departments/building/forms-building/temp-for-test>

## EXISTING PERMITS IN PROCESS (PAPER PLANS)

Hard copy plans currently in process and that are approved will be “issued” in paper format. Appointments shall be scheduled to pick up plans that have comments and require rework.

### 1. SCAN originally signed and sealed drawings

- Scan the office set of plans including the back page with the Signature Stamp and corrections in PDF format only.
- Name all files in accordance with the online submission guidelines and include a contact sheet. Identify revised sheets on the contact form.
- Submit the design professional affidavit authorizing submittal of scanned documents.

### 2. SUBMIT electronically signed drawings using Digital Signatures

- Digital certificates used to digitally sign and seal documents submitted must be a National Institute of Standards and Technology (NIST) assurance level three or higher.

**(Electronic submittals must follow 61G15 of the Florida Administrative Code)**

## NEW SUBMITTALS

New permit applications including Revisions and Shop Drawings

- To initiate the permit process, email **ALL** documents listed below to [BDApplications@cityofdoral.com](mailto:BDApplications@cityofdoral.com) with Permit Address and New Permit Type (e.g. **8401 NW 53 TER – Interior Alteration**)
  - Complete Permit Application Boxes 1 thru 9**, signed and notarized
  - Proof of Ownership** (Miami Dade County Appraiser Report)
  - Business Information** or additional corporate documentation (if applicable)
  - Owner Builder Affidavit** (if applicable)
  - Homeowners Association Letter** (if applicable)
  - Trade Fee sheet** (if applicable)
  - Temp for Test Affidavit** (if applicable)
  - DO NOT SUBMIT DRAWINGS OR PLANS AT THIS TIME.**
- You will be notified via email when your application has been accepted. If application is incomplete or additional information is needed, our staff will notify you.
  - Once application is acknowledged you will be provided a process number, a link to pay and a link to a **SECURE FTP** (File Transfer Protocol, e.g. similar to DropBox) site to upload **UPFRONT FEE RECEIPT AND UPLOAD PLANS, DRAWINGS & DOCUMENTS.**

- i. **IMPORTANT:** Please adhere to Miami Dade County File Naming Conventions
  - b. A Permit Clerk will notify the applicant by email if package has been submitted successfully. **Please allow at least 48 hours for this process.**
  - c. Applicant will receive notifications as each trade or department completes their review. No action is needed until applicant receives a **COMPLETE OR DENIED** notification from **PROCESS RETURN.**
3. **To submit corrections**, send an email to [BDCorrections@cityofdoral.com](mailto:BDCorrections@cityofdoral.com) with process number in subject line and corrections request (e.g. **2020021234 Corrections Request**)
  - a. Permit Clerk will provide a **NEW** link to a **SECURE FTP** site to corrections for **PLANS, DRAWINGS & DOCUMENTS**
    - i. **IMPORTANT:** Do NOT submit corrections through your original submittal link.
  - b. A Permit Clerk will notify the applicant by email if package has been submitted successfully. **Please allow at least 48 hours for this process.**
  - c. Applicant will receive notifications as each trade or department completes their review. No action is needed until applicant receives a **COMPLETE** or **DENIED** notification **from PROCESS RETURN. For DENIED processes, return to Step 3.**
4. **Permit Issuance** occurs once all approvals received.
  - a. Once package is reviewed and approved, applicant will be provided a link to pay **PERMIT FEES.**
  - b. Email [BDPayments@cityofdoral.com](mailto:BDPayments@cityofdoral.com) with subject line Permit Number and Permit Fees Paid Receipt (e.g. **2020021234 Permit Fees Paid Receipt**) and you will be emailed a link to a **SECURE FTP** to receive an **ELECTRONIC COPY** of your **APPROVED PERMIT.**

**IMPORTANT:** Applicant **MUST DOWNLOAD AND PRINT** a copy for your records to have available at the construction site for inspections.

## TRADE SUB PERMITS

Sub permits where no plans or drawings are required

1. **Complete Permit Application Boxes 1 thru 9**, signed and notarized by sub qualifier) and email application to [BDSubs@cityofdoral.com](mailto:BDSubs@cityofdoral.com)
2. Once application is acknowledged you will be provided a permit number and a link to pay **PERMIT FEES.**
3. Next, email [BDPayments@cityofdoral.com](mailto:BDPayments@cityofdoral.com) with proof of payment (receipt) (e.g. **2020021234 Trade Fees Paid Receipt**) and you will be emailed a link to a **SECURE FTP** to receive an **ELECTRONIC COPY** of your **APPROVED TRADE SUB PERMIT.**

**IMPORTANT:** Applicant **MUST DOWNLOAD AND PRINT** a copy for your records to have available at the construction site for inspections.

## Miami Dade County Application Submittal (Concurrent Plans Processing)

1. The City of Doral Building Department will submit to Miami Dade County for CPP Review on behalf of the applicant. **PLEASE DO NOT SUBMIT TO MDC DIRECTLY.**
  - a. You will be provided your Miami Dade County Municipal Process Number (M-number) via email.
  - b. Applicant shall PAY Miami-Dade County to BEGIN county process.

**IMPORTANT: DO NOT PAY for all outstanding MDC fees until BOTH jurisdictions have approved plans. This will close your process and issue a county permit and may require resubmittal.**

- c. REWORKS/CORRECTIONS shall be submitted to DORAL using process outlined under **to submit corrections** illustrated on page 3.
- d. Once BOTH jurisdictions have acknowledged approval, Applicant shall PAY for outstanding Miami Dade County Permit Fees.
- e. FROM MIAMI-DADE COUNTY PERMIT PORTAL: DOWNLOAD APPROVED PLANS
  - i. **Submit approved Miami Dade County Plans** by sending an email to [BDCorrections@cityofdoral.com](mailto:BDCorrections@cityofdoral.com) with Doral permit process number in subject line and MDC Approved Plans (e.g. **2020021234 MDC Approved Plans**)
- f. Permit Clerk will provide a **NEW** link to a **SECURE FTP** site to submit MDC Approved Plans to the City of Doral Building Department for review.

**IMPORTANT: Do NOT submit corrections through your original submittal link.**
- g. A Permit Clerk will notify the applicant by email if package has been submitted successfully. **Please allow at least 48 hours for this process.**

#### Additional Information

- **Existing permits and permits-in-process** are being extended due to the current emergency declaration
- **Change of Contractor Applications, Process Cancellations, Permit Cancellations and Renewal Applications** are to be sent to [bdapplications@cityofdoral.com](mailto:bdapplications@cityofdoral.com)
- All **inspection reports** can be emailed directly to the inspector's email
- **Plan review and inspection questions** are to be directed to specific plan reviewer and or inspector. They are available by phone and email Monday – Friday from 8:00 AM – 5:00 PM. See directory here <https://www.cityofdoral.com/all-departments/building/bd-personnel/>
- Request for **Certificates of Occupancy (CO's)** are to be directed to the following email addresses
  - [carlos.diaz@cityofdoral.com](mailto:carlos.diaz@cityofdoral.com), [jane.decker@cityofdoral.com](mailto:jane.decker@cityofdoral.com), and [Sebastian.eilert@cityofdoral.com](mailto:Sebastian.eilert@cityofdoral.com)
- **Temporary Certificates of Occupancy (TCO's)** requests are to be directed to [carlos.diaz@cityofdoral.com](mailto:carlos.diaz@cityofdoral.com), and [claudia.herrera@cityofdoral.com](mailto:claudia.herrera@cityofdoral.com)
- Temporary Certificate of Occupancy (TCO) extensions are being extended at no charge, please send extension requests to [carlos.diaz@cityofdoral.com](mailto:carlos.diaz@cityofdoral.com), and [claudia.herrera@cityofdoral.com](mailto:claudia.herrera@cityofdoral.com)
- Inspections are to be scheduled online using the E-permitting Portal at <https://building.cityofdoral.com/> no later than 4pm
- Inspections will be completed the following business day
- Remote/Virtual inspections MAY be available for interior UNOCCUPIED spaces. Please inquire with your TRADE CHIEF or [carlos.diaz@cityofdoral.com](mailto:carlos.diaz@cityofdoral.com) for more information.

#### Digital Plans Submittal Guidelines – **MANDATORY FORMAT**

Additional information may be found at

<http://www.miamidade.gov/permits/library/guidelines/concurrent-plans-processing.pdf>

- 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.
- **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.
- **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 Telecommunication

- 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
- 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.

Should you need any additional information please contact [carlos.diaz@cityofdoral.com](mailto:carlos.diaz@cityofdoral.com), [claudia.herrera@cityofdoral.com](mailto:claudia.herrera@cityofdoral.com), [jane.decker@cityofdoral.com](mailto:jane.decker@cityofdoral.com), or [rene.velazco@cityofdoral.com](mailto:rene.velazco@cityofdoral.com).

**61G15-23.004 Procedures for Digitally Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents.**

(1) Engineering plans, specifications, reports or other documents which must be signed, dated and sealed in accordance with the provisions of section 471.025, F.S., and rule 61G15-23.001, F.A.C., may be signed digitally as provided herein by the professional engineer in responsible charge. As used herein, the terms "certification authority," and "digital signature" shall have the meanings ascribed to them in sections 668.003(2) and (3), F.S.

(2) A professional engineer utilizing a digital signature to electronically sign and seal engineering plans, specifications, reports or other documents shall have their identity authenticated by a certification authority and shall assure that the digital signature is:

- (a) Unique to the person using it;
- (b) Capable of verification;
- (c) Under the sole control of the person using it; and,
- (d) Linked to a document in such a manner that the digital signature and correspondingly the document is invalidated if any data in the document is changed.

(3) The affixing of a digital signature to engineering plans, specifications, reports or other documents as provided herein shall constitute the signing and sealing of such items.

(a) A digitally created seal as set forth in rule 61G15-23.002, F.A.C., may be placed where it would appear if the item were being physically signed, dated and sealed.

(b) The date that the digital signature was placed into the document must appear on the document in accordance with subsection 61G15-23.001(4), F.A.C., and where it would appear if the item were being physically signed, dated and sealed.

(c) The engineering plans, specifications, reports or other documents being digitally signed and sealed shall include text to indicate the following and place it where an original signature would appear if the item were being physically signed, dated and sealed:

1. The same information required by subsection 61G15-23.002(2), F.A.C., if a digitally created image of the seal is not used;
2. The item has been digitally signed and sealed; and,
3. Printed copies of this document are not considered signed and sealed and all signatures must be verified on any electronic copies.

(d) Formatting of seals and text similar to that depicted below shall be used. While the formatting may be altered, the text must remain identical.

1. When a digitally created seal is used:



This item has been digitally signed and sealed by [NAME] on the date adjacent to the seal.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

2. When a digitally created seal is not used:

[NAME], State of Florida, Professional Engineer, License No. [NUMBER]

This item has been digitally signed and sealed by [NAME] on the date indicated here.

(e) When engineering plans, specifications, reports or other documents contain multiple sheets or pages, the licensee may apply a single digital signature per electronically transmitted item as set out in rule 61G15-23.001, F.A.C. A digital signature applied to an item in electronic form shall have the same force and effect as signing all of the individual sheets or pages contained within that item unless otherwise limited as specified in subsection 61G15-30.003(3), F.A.C.

(f) In the case where multiple licensees sign and seal a single item, each licensee shall apply their digital signature and include qualifying language with those items required in paragraph (e) of this rule, thoroughly describing what portions the licensee is taking responsibility for.

*Rulemaking Authority 471.025(1), 471.033(2), 471.008 FS. Law Implemented 471.025, 471.033(1)(j), 668.003, 668.006 FS. History—New 11-3-15, Amended 9-7-17, 6-19-18.*

