

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
PLAN EXAMINER**

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

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

RESERVED FOR MIAMI DADE COUNTY DEPARTMENT OF
REGULATORY & ECONOMIC RESOURCES
APPROVAL STAMPS

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

**CITY OF DORAL
VOID
[AUTODATE]**