



Naming Conventions

The following naming conventions should be used when uploading documents online for building permit submittals. All files need to be in **Adobe Acrobat PDF** format.

Drawings

When naming drawings, please make sure to use the **exact naming convention** as the title block located on the lower-right hand side.

Applications

Building Application	APP B
Electric Application	APP E
Electrical LV Access Control Application	APP E LV Access Control
Electrical LV Fire Alarm Wiring Application	APP E LV FA Wiring
Electrical LV Phone and Data Application	APP E LV Phone and Data
Engineering Application	APP ENG
Environmental Application	APP ENV
Fire Alarm Application	APP FA
Fire Alarm Smoke Detector	APP FA Smoke Detector
Fire Building Application	APP FB
Fire Building Access Control	APP FB Access Control
Fire Suppression Application	APP FS
Mechanical Application	APP M
Mechanical Hood Application	APP M Hood
Painting Application	APP Z
Plumbing Application	APP P
Plumbing Gas Application	APP PG
Plumbing Irrigation Application	APP PI
Roof Application	APP R

Documents

Beach Lighting Affidavit	Lighting Affidavit
Contract	Contract
Change of General Contractor	Change of GC
Change of Sub Contractor	Change of Sub
Community Appearance Board	CAB
Driveway Affidavit	Driveway Affidavit
Fire Alarm Info	FA
Fire Sprinkler	FS
Homeowners/Condo Approval	HOA
Narrative	Narr Narr Rev 1
Notice of Commencement	NOC
Owner/Builder Affidavit	OB
Photovoltaic	Photovoltaic
Power of Attorney	POA
Product Approvals	NOA Shutters NOA Single Hung Window NOA Garage Door NOA etc. (follow the same naming convention)
Receipt of Submittal	Submit Submit Rev 1 Submit Corr 1 to Rev 1
Recorded Warranty Deed	Warranty Deed
Roof Affidavit	Roof Affidavit
Roof Pictures	Supp Info
Roof Supplemental and Mitigation Packets	Roof
Roof Warranty	Roof Warranty
Settlement Statement	Settlement Statement
Special Inspector Reports	SI
Sunbiz	Sunbiz
Survey	Survey
Swimming Pool Safety Act	Safety Act
Truss Drawings	Truss Drawings
Truss Packet	Truss

Unrecorded Warranty Deed

Water/Sewer Form

Window Pictures

Window/Door Drawings

Window/Door Schedule

Window/Door Windload

Unrecorded Warranty Deed

Water

Supp Info

Floor Plan

Window and Door Schedule

Windload