

Uploading Drawings and Documents



Plans and Documents Naming Convention and Uploading

For electronic plans and documents the proper naming is important for several reasons. The two most important reasons are quick recognition of plans or documents and for follow up corrections or revisions.



If at any time in the process you have questions or concerns, do not hesitate to call the department below of where your permit is located.

Building Department	Planning & Zoning Division	Engineering Division
(954) 597 3420	(954) 597 3530	(954) 597 3712
epermitting@tamarac.org	eplanning@tamarac.org	engineering@tamarac.org
http://www.tamarac.org/epermits	http://www.tamarac.org/engineering	http://www.tamarac.org/PlanningandZoning

Table of Contents

Overview	1
File Names of Plans and Documents	3
Drawings and Document Upload to EPR.....	4 - 6
Applicant Upload Task.....	7



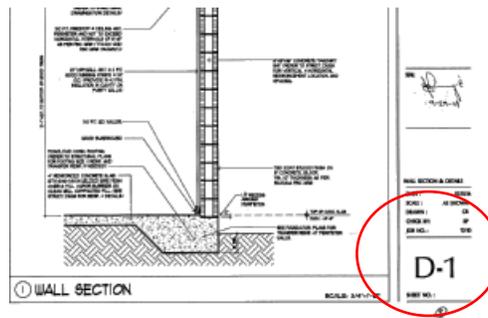
Naming Plans

Architects and Engineers have set plan naming standards they have used for years. We follow the same standards as follows:

- A-architectural
- C-civil
- D- detail
- E-electrical
- M- mechanical
- P- plumbing



Followed by the page number such as **D-1**, **D-2** or **D1**, **D2**, where D could be any of the above letters.



These names are set by your Architect or Engineer and can normally be found in the lower right corner of the drawing. If there is not an Architectural or Engineered drawing, then name the drawing what it depicts should be as follows:

- Electrical Layout
- Roof Package

This helps expedite your plan review by being quickly recognized as the plan or document that contains the information a plan reviewer is looking for.

- Remove any scanning numbers before uploading. Because if or when a correction or revision is required the plan or document must have the same name so it becomes the next version. Our system will recognize the same plan or document name and automatically add the version for you

Naming Documents

Documents are a little less standardized but there is some conformity required. Naming the document appropriately will help the plan reviewer quickly locate the information needed to approve your permit.

- Single page documents should be uploaded and named separately
- Multipage documents should be uploaded and named as one file.

The names should reflect the documents uploaded:

- Notice of Commencement
- Plumbing permit application
- Scope of work
- Energy calculations
- Shop drawing, etc.

Product Approvals (NOA)

There are two types of product approvals; Miami Dade and Florida: Both types have an alpha-numeric identification number. This number should be used to name the document(s).

- Miami Dade's identification number is located on the bottom right of the cover page
 - For Example, Miami Dade product approval number would be **12-1203.09**
- Florida product approval numbers are typically on the cover page.
 - For Example, Florida product approval number would be **FL-10004.1**.

Single page documents should be uploaded and named separately and multipage documents should be uploaded and named as one file.

Please remember to remove any unnecessary dates, names & numbers from the uploaded file name.

Drawings and Document Upload

- You will receive an email below to upload your Plan Drawings and Documents.

This is your portal to submitting and reviewing your building plans with the City of Tamarac. Your project application has been created and we are ready for you to upload your files. Please contact the Building Department at the number or email listed below if you have any questions regarding this notification.

Project Name:BP15-00000390 Project Description: PLUMBING Task:ApplicantUpload Instructions:
[Workflow.PDOX.ApplicantUploadInstructions] [Login to Electronic Plan Review](#)

City of Tamarac

Building Department

6011 Nob Hill Road 1st Floor
Tamarac, Florida 33321-6200
Phone: (954) 597-3420
epermits@tamarac.org

- When you have successfully logged in to ePermits, the “Project” screen will display. Any projects for which you have access will display in this list.
- To access your permit and upload your plans you will need to select the specific project that corresponds to the plans you will be uploading by clicking on the project number. The projects are listed in order by application number (i.e. BP11-00001234, Zoning & Engineering projects will have a PE prefix).
- Click on the project number and you will see the project info screen.

Project	Options	Description	Owner	Status
BP13-00001280	[Icons]	NEW RESIDENTIAL SINGLE FAMILY - New Home	Building Department	[None]

- Click the “Drawings” folder to upload your plans or the “Documents” folder to upload your Application and supporting plan documents for all forms related to the project application. Follow the prompts for uploading your plans and documents.

Electronic Plan Review - Windows Internet Explorer provided by City of Tamarac

ELECTRONIC PLAN REVIEW

TAMARAC
The City For Your Life

BP13-00001280

Back Forward Projects Profile Logout

Main Contact: Project Reports Workflow Portals Info Notes Email

Expand current | Collapse | NEW RESIDENTIAL SINGLE FAMILY - New Home

BP13-00001280

- Drawings
- Documents
- EForm Attachments

Project Info Reports

Project Name:	BP13-00001280
Description:	NEW RESIDENTIAL SINGLE FAMILY - New Home
Project Image:	No image exists
Location:	10101 STATE ST
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Building Department
Owner's Email:	epermits@tamarac.org
Project Admins:	Building Department
Status:	
Status Info:	
Project Start/End:	Start: 9/30/2013 1:13:00 PM End: 3/30/2014 1:12:58 PM
Pass-Through:	.mov, .wmv, .avi, .htm, .html, .install, .config, .mp4
Incoming Files:	Fax: Email: 22@tamarac.org
Versioning:	Enabled for this project

- Click the “Upload Files” button.

BP13-00001280

Main Contact:

Folder: **BP13-00001280\Drawings** NEW

No files currently exist in **Drawings**.

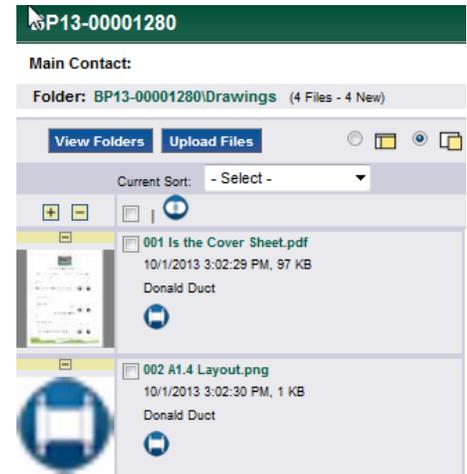
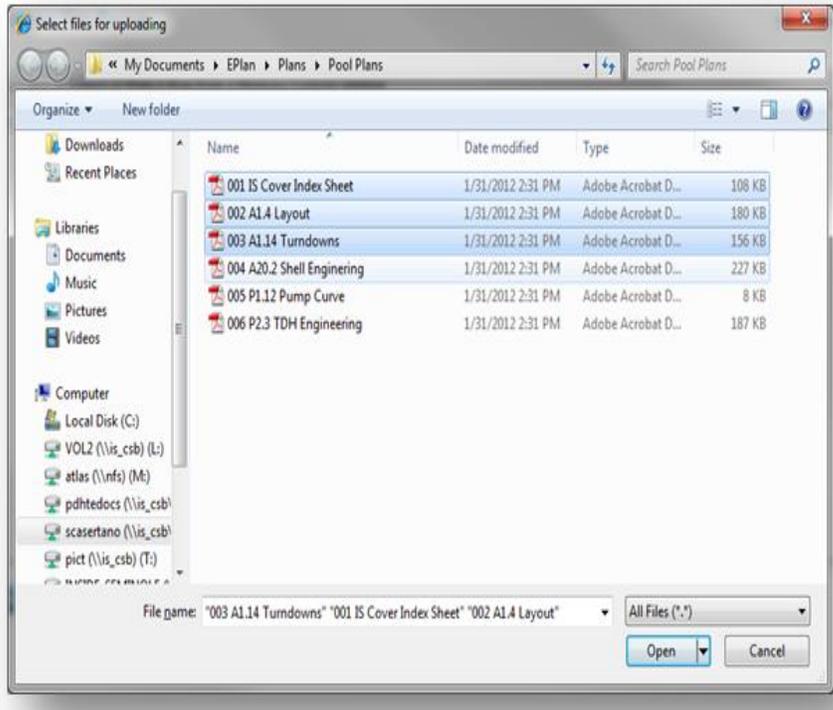
To upload files into this folder

- (1) Click the Upload button below
- (2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

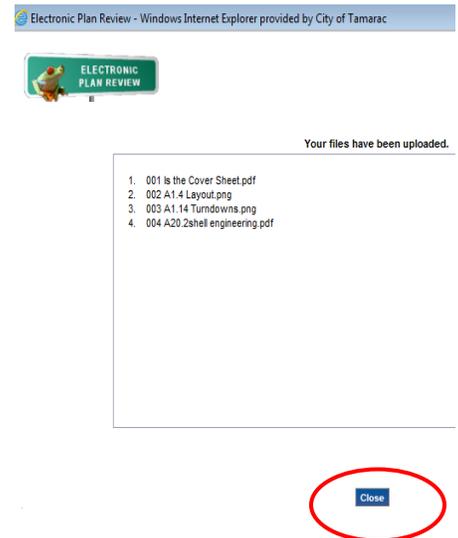
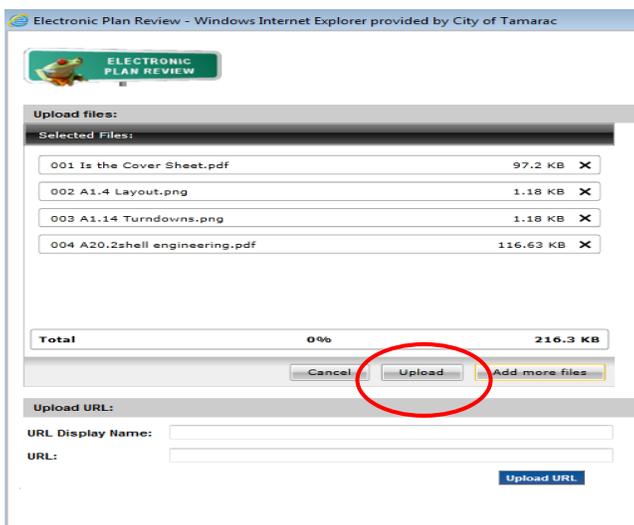
[View Folders](#) [Upload Files](#)

- For **MAC** or **iPad** users click on **Choose a File**
- For **Windows Users** select or browse to the file location on your computer. Select or highlight the files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. Click the “Open” button.



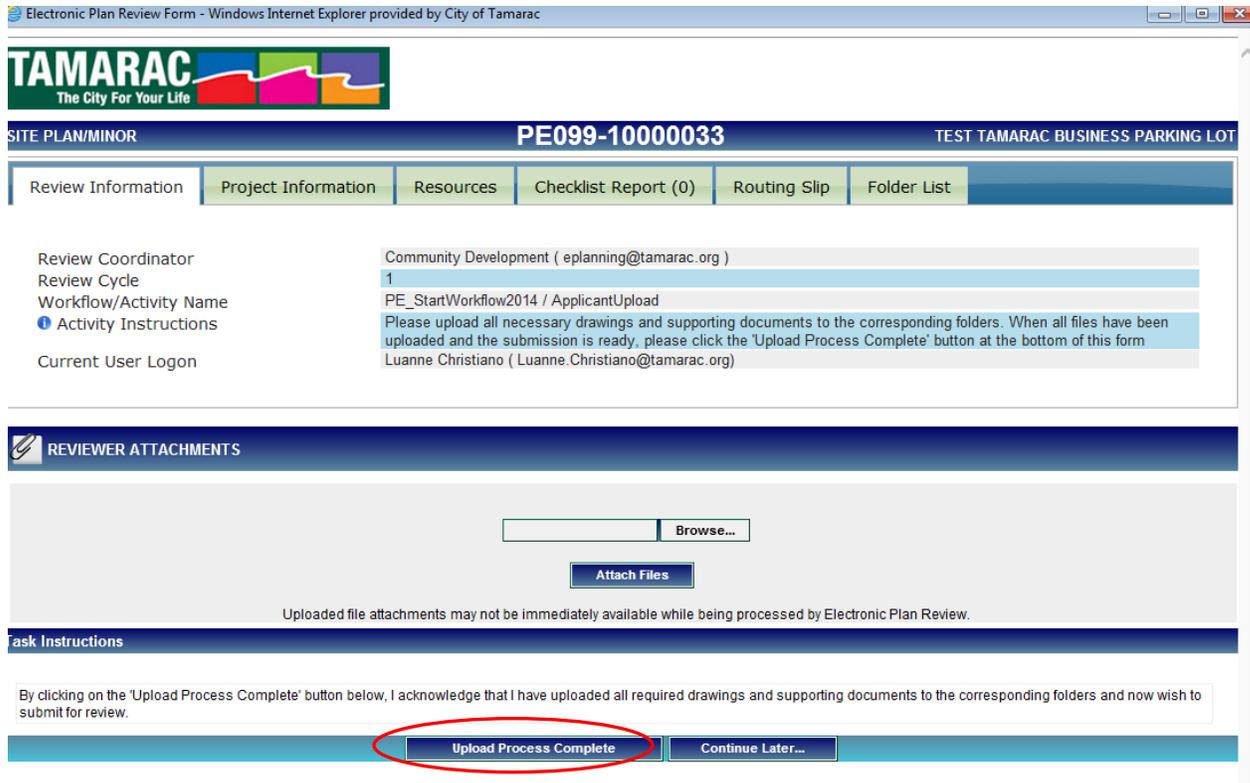
Note: City of Tamarac requires that all drawings be uploaded as individual files and saved in **landscape** format (horizontal orientation). See the Naming Standards on Page 3

- After reviewing the files, click the “Upload” button. The files will be copied to the upload window. Click on the “Close” button to close out of the dialog box.



Applicant Upload Task

- Once all documents and drawings have been uploaded, you will accept the task **“Applicant Upload”** by clicking on the task & clicking yes to accept the task
- 
- The screenshot shows a task list with the following columns: ID, Name, Status, and Action. The row for ID 'PE099-10000033' has the name 'ApplicantUpload' circled in red.
- | ID | Name | Status | Action |
|----------------|-----------------|-----------|---------|
| PE099-10000033 | ApplicantUpload | Applicant | Pending |
- An eform will open in a separate window.
 - You will click on Upload Process Complete once you uploaded all of your plans and documents or if not complete click on Continue later



The screenshot shows the 'Electronic Plan Review Form' interface. The header includes the Tamarac logo and the text 'The City For Your Life'. The main content area displays project information for 'SITE PLAN/MINOR' with ID 'PE099-10000033' and 'TEST TAMARAC BUSINESS PARKING LOT'. A navigation bar includes tabs for 'Review Information', 'Project Information', 'Resources', 'Checklist Report (0)', 'Routing Slip', and 'Folder List'. The 'Project Information' tab is active, showing details for the 'Review Coordinator' (Community Development), 'Review Cycle' (1), 'Workflow/Activity Name' (PE_StartWorkflow2014 / ApplicantUpload), and 'Current User Logon' (Luanne Christiano). Below this is a 'REVIEWER ATTACHMENTS' section with a 'Browse...' button and an 'Attach Files' button. A message states: 'Uploaded file attachments may not be immediately available while being processed by Electronic Plan Review.' At the bottom, a 'Task Instructions' section contains a text box with a disclaimer and two buttons: 'Upload Process Complete' (circled in red) and 'Continue Later...'.

You have successfully finished part one of submitting your plans electronically.

Please log out after your session is complete.

For Building Permits, if any review fees are required you will be notified and can pay online or in person at the Building Department. Online payments can be made through the online building permit system, just click the [ePermits](#)