

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

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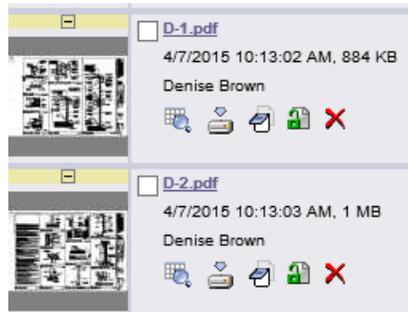
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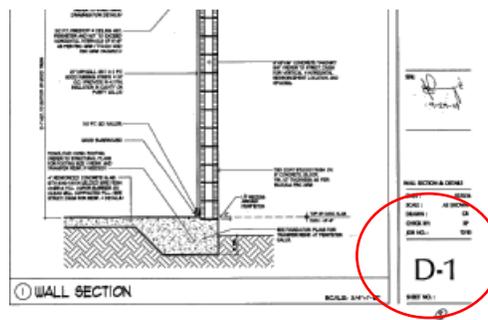
Naming Plans

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.

[[Electronic Plan Review Task for [Project.Name]]]

Electronic Plan Review
Task Assignment
Applicant Upload

TAMARAC
The City For Your Life

Please do not reply to this email, it is system generated.

Hello [UserLocalizedName]:

Welcome to ePlans! 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.

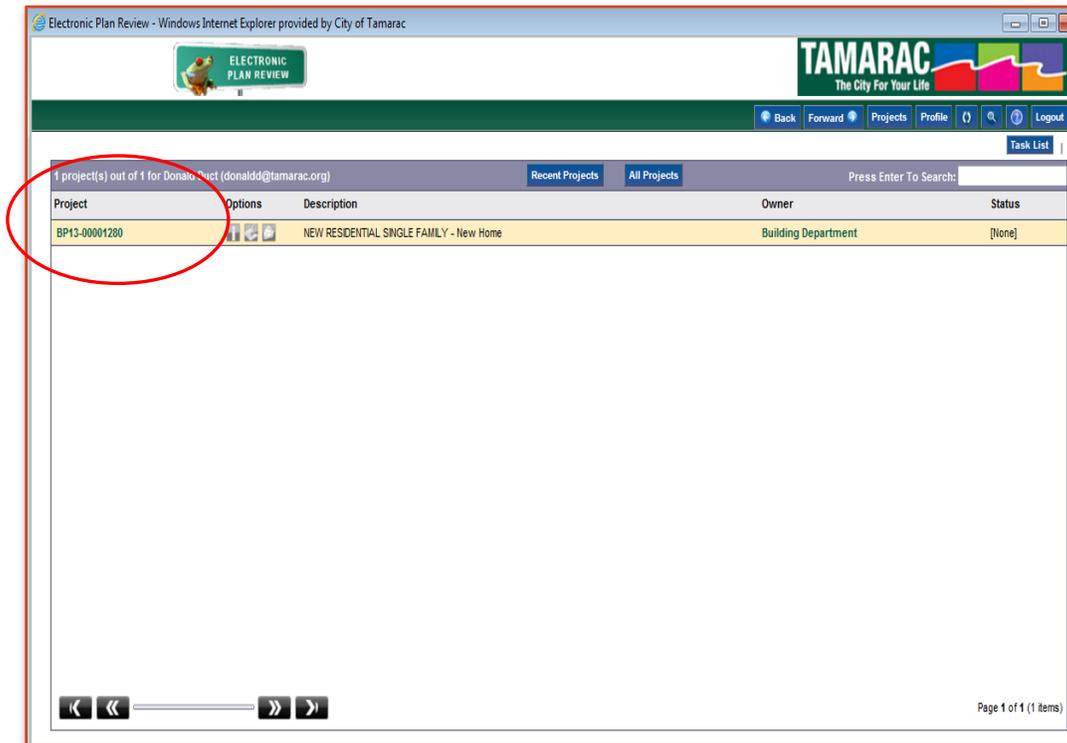
- Click the Login link below
- Enter your User Login and Password
- Click on the project link, then the Workflow Portals tab on the right
- Click on the Drawings or Documents folder as applicable to upload your permitting paperwork. Repeat this process in the documents or drawings folder.
- If the permit has been issued you are now submitting a Revision. Click on the Revision Folder to expand the folder and upload your revision paperwork to your Revision Folder
- Click the "Upload Files" button and follow the instructions to upload your documents or drawing
- Click on the Applicant Upload task to complete your task when all of your uploads are complete.
- Accept the task and click on Upload Process Complete

Project Name: [Project.Name]
Project Description: [Workflow.Project.Description]
Task: [Activity.Name]
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.



- 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

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BP13-00001280

Back Forward Projects Profile Logout

Main Contact: Project Reports Workflow Portals Info Notes Email

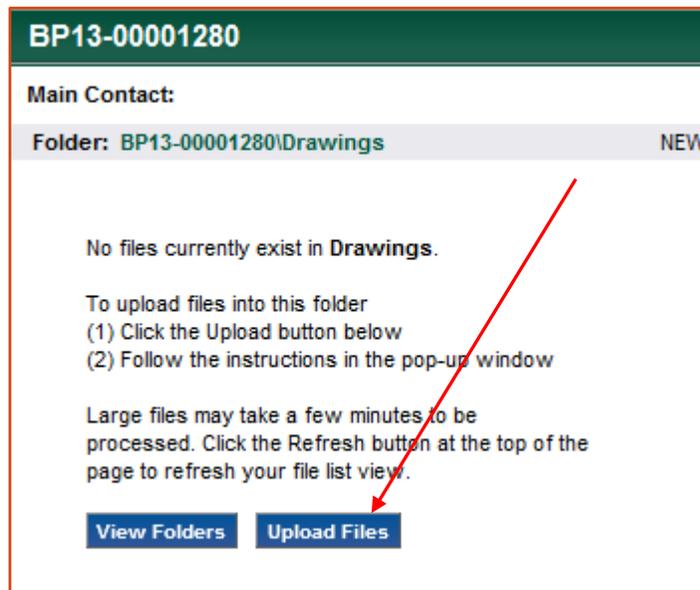
Expand current | Collapse | NEW RESIDENTIAL SINGLE FAMILY - New Home

BP13-00001280

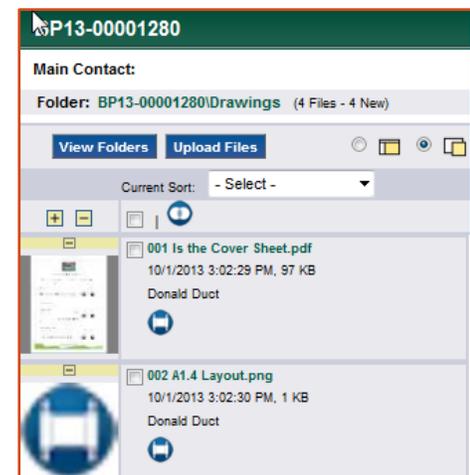
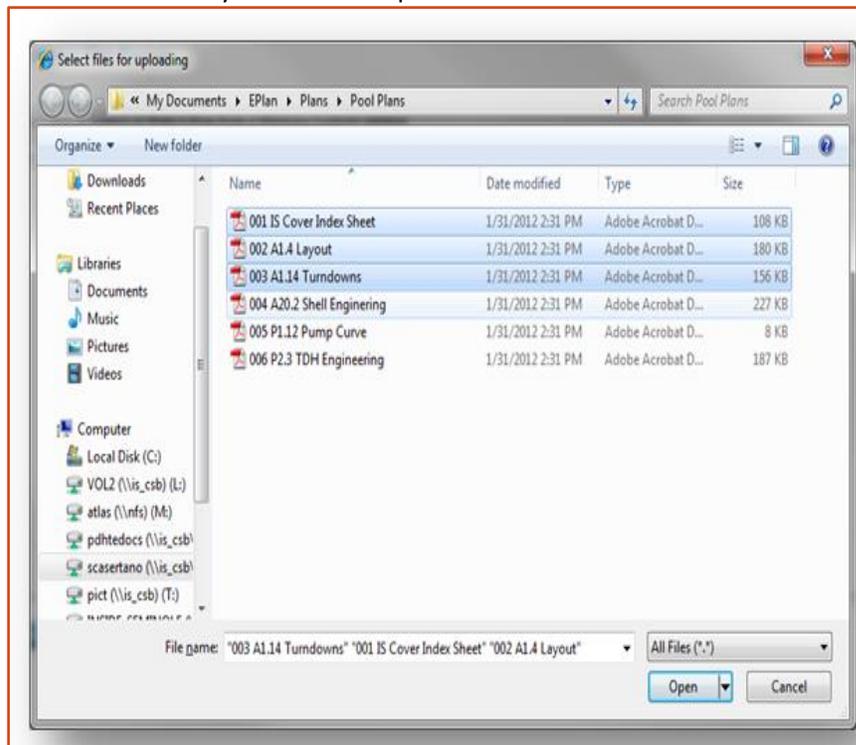
- Drawings
- Documents
- EForm Attachments

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.



- 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

PE099-10000033	ApplicantUpload	Applicant	Pending
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- 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

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

Please logout 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](#)