File Standards

Standards allow for easy identification of drawing by naming convention, vector file types to facilitate the most efficient review, color coding of comments for visual identification of departments and so on.

Required Files

1. Drawing Files – all required drawings as well as an index page following City standards for submission (along with other information required by the City's checklist). Each page of the drawing shall be uploaded as a separate file. Drawings MUST BE uploaded in a landscape orientation.
2. Supporting Document Files – all other files that are required as part of the application submission but are not drawing files (ie. Drainage Calculations, Easement letter, certifications, etc.) Document may be uploaded as multi-page files.

Border Standards

All Drawing Files for Building, Site and Subdivision Plans

- The top right corner of all drawings must be reserved for the City of Ocala electronic approval stamps. Please leave the top right corner completely blank on all drawings (with exception of the border).
- Drawing files must be uploaded in a landscape orientation

Side Bar Title Block

36 x 24 or 48 x 36 Plans   Cover sheet – Stamp location box dimensions: 3" width x 5" height (2 3/4" from right edge of paper and 3/4" from the top edge of paper)

36 x 24 or 48 x 36 Plans   Subsequent sheets – Stamp location box dimensions: 3" width x 2" height (2 3/4" from right edge of paper and 3/4" from the top edge of paper)

Bottom Title Block

36 x 24 or 48 x 36 Plans   Cover sheet – Stamp location box dimensions: 3" width x 5" height (3/4" from the edge of paper in both directions)

36 x 24 or 48 x 36 Plans   Subsequent sheets – Stamp location box dimensions: 3" width x 2" height (3/4" from the edge of paper in both directions)

17 x 11 Plans   Cover sheet – Stamp location box dimensions: 2" width x 3.32" height (1/2" from edge of paper in both directions)

17 x 11 Plans   Subsequent sheets – Stamp location box dimensions: 2" width x 1.32" height (1/2" from edge of paper in both directions)

File Naming Standards – Development Plans

Filenames for drawings submitted through ePlans Review should include the first character(s) of the discipline name, followed by a 3-digit sheet number and drawing type. File names for both drawings and documents shall remain the same for all submittals. Please do not version files when uploading resubmitted files.

- **Discipline** – First character in the file name represents the discipline area followed by the page number and type of drawing, i.e. C002 – Site Layout. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.
- **Sheet Number** – Must be a 3-digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. P001.99

Drawing Type	Discipline	Sheet Number	Example File Names
Civil	**CIVIL**	**001-999**	
Cover	CIVIL		C001 - COVER
Site Layout	CIVIL		C002 – SITE
Drainage/Grading Plan	CIVIL		COO3 –GRADING
Utility Plan	CIVIL		C004 – UTILITY
Details	CIVIL		C005 - DETAILS
Erosion Control	CIVIL		C006 – EC
Landscape	CIVIL		C007 - LANDSCP
Survey	SURVEY	001-999	S001 - SURVEY
Landscape Plan	LANDSCAPE	001-999	L001– IRRIG

File Naming Standards – Building Plans (Residential & Commercial)

Filenames for drawings submitted through ePlans review should include the first character(s) of the discipline name, followed by a 3-digit sheet number and drawing type. File names for both drawings and documents shall remain the same for all submittals. Please do not version files when uploading resubmitted files, as the software will handle this. Please keep the file name length a maximum of 30 characters.

- **Discipline** – First character(s) in the file name represents the discipline area followed by the page number and type of drawing, i.e. A002 – Elevations. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.
- **Sheet Number** – Must be a 3-digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. P001.99

Drawing Type	Discipline	Character	Sheet Number	Example File Names
Architectural	ARCHITECTURAL	A	000-999	
Cover Sheet	ARCHITECTURAL			A000 COVER
Floor Plan	ARCHITECTURAL			A001 FLOOR PLAN
Foundation	ARCHITECTURAL			A005 FDN
Elevations	ARCHITECTURAL			A009 ELEV
Details	ARCHITECTURAL			A015 DETAILS
Interior Design	INTERIOR DESIGN	ID	001-999	ID009 INTDS
Structural – All Structural and related plans including details	STRUCTURAL	STR	001-999	STR002 STEEL BLDG
Plumbing	PLUMBING	PL	001-999	PL099 PLUMB
Electrical	ELECTRIC	E	001-999	E001 ELEC
Mechanical	MECHANICAL	M	001-999	M101 MECH
Landscape	LANDSCAPE	L	001-999	L011 IRRIG
Survey	SURVEY	S	001-999	S008 SURVEY
Shoring	SHORING	SHR	001-999	SHR022 SHORING
Fire Protection	FIRE	F	001-999	F799 FIRE
Energy	ENERGY	EN	001-999	EN012 ENERGY

File Type Standards

Supporting files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG, or BMP. Please submit searchable PDF files for calculations, reports and other supporting documentation (non-drawing files).

Only DWG, DWF, DGN, DXF or vector PDF files will be accepted for drawings. AutoCAD software is commonly used to create drawing files. When creating each file, drawing must be sized in order for the approval stamp to be placed properly. Preferred drawing size is 36 X 24, landscape format. If PDF is the preferred file type, it is recommended that drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver." **NOTE: PDF FILES ARE THE PREFERRED FILE TYPE FOR UPLOAD INTO EPLANS.**

If drawings are electrical, mechanical, plumbing/gas, etc, confirm that only the trade lines are dark by changing the background to grayscale prior to saving as a vector PDF file.