

File Naming Requirements for Uploaded Plans and Documents

Please use the examples provided below when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not **ALL** documents may be required. Please **do not** submit documents with password protections to open/edit, or you will be required to resubmit. Plans are required to be uploaded as individual sheets, supporting documents such *equipment submittals or wind load design* may be uploaded as a single file.

Note: If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do **NOT** "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

Naming of the following types of plans MUST include the discipline's prefix and a hyphen, followed by a four digit numeric value, starting with 0001 for the first document in the set and increasing sequentially thereafter, followed by your plan's sheet number: e.g. "E-0001-[yoursheetnumber].pdf, E-0002- [yoursheetnumber].pdf..."

Electrical Plans: Required to be digitally signed and sealed if prepared by a design professional.

- Should include :
 - Site Plan
 - Equipment Submittals
 - Load Calculations
 - Electrical Riser Diagrams
- File name: *E-0001-[add your actual sheet number].pdf*

Structural Plans: Required for all solar permits and required to be digitally signed and sealed.

- Should include:
 - Location : Provide a location of the building within the City Limits of Tallahassee with a Site Plan / Aerial View.
 - Roof Diagram : Provide location of all solar photovoltaic panels within the roof plan of the building; also indicate size (length and width) of panels.
 - Roof Section : Provide a typical roof section indicating solar panel attachment requirements to the existing roof system.
 - Wind Load Design Criteria : Provide wind load design basis per FBC-B and Section 16 as applicable.
 - Weight Per Square Foot of Solar Panel System Design Codes: Florida Building Code, 7th Edition.
 - Florida Product Approval Number : for Solar PV Racking systems.
- File name: *S-0001-[add your actual sheet number].pdf*

Net Meter Agreement : Required for all solar permits, agreement with COT Utilities.

- Email forms directly to Utility Customer Service at : Julian.Ganoudis@talgov.com
- [Net Meter Agreement Form](#)
- File name : *AS-NetMeterAgreement.pdf*

Generator Checklist : Required for all generator reviews.

- [Generator Checklist Form](#)
- File name : *AS-GenCL.pdf*

Lien Law Acknowledgement: This is required only if the owner is the builder

- [Lien Law Acknowledgement Form](#)
- File name: *AS-LienLaw.pdf*

Owner Builder Disclosure Affidavit: Submit only if owner is a sole proprietor & occupant, wishes to act as his own contractor & construction cost is < \$75,000

- [Owner Builder Disclosure Affidavit Form](#)
- File name: *AS-OBDiscl.pdf*

Original Document Notary Public Affidavit: Required only if a Notary Public will be rendering paper signed and sealed documents as electronic scanned copies. Must be digitally signed and sealed by Notary.

- [Notary Affidavit Form](#)
- File name : *AS-NoraryAff.pdf*

