



December 22, 2006

Sergio T. Ascunce

Building Official

FORD ARMENTEROS & MAUNCY, INC  
1950 NW 94TH AVE 2ND FLOOR  
MIAMI, FL 33172

Re: Digitized Reviews

Dear Colleagues:

It is with great enthusiasm that the City of Doral Building Department announces a ground setting initiative - Digitized Plan Reviews. We have been working on improving the turnaround time for permit applications. The one area that would benefit from streamlining is the station-by-station plan review process. Historically, plans submitted were sent to each plan reviewer one at a time. Utilizing state of the art software, large format monitors, and the latest in computing power; the Building Department is now capable of performing digitized plan reviews. This advanced technology allows the Department to send electronic copies of your plans to each reviewer simultaneously. Just the thought alone promotes efficiency! A plan reviewer will no longer have to wait for another to finish their review, multiple electronic copies will be sent automatically to each required discipline. The turnaround time for a review cycle could be 60% faster than usual.

The Department could not fully realize this accomplishment without your cooperation. We are now accepting an electronic file of your drawings but starting February 1, 2007, this will become a requirement. All drawings generated in CAD must be submitted electronically on CD or DVD in a .DWF or .PDF file format in addition to two sets of hardcopy plans. Today's industry standard CAD programs allow professionals to publish their drawings in either of these formats. If your office uses a different format please discuss your requirements with us so that we can accommodate your submittal. Most importantly, be sure that drawings contained in the electronic file are identical to the hardcopy submitted. If your office produces drawings mechanically you will have to scan your drawings in a TIFF or PDF file format.

Revisions must also be submitted in electronic form. Even if a project has already been approved and under construction, revisions to those projects must be submitted electronically. Permit applications for roofing, shutters, minor and repair work, shop drawings, and NOA's need not be submitted electronically, at this time.

This is the first step towards fully electronic submittals. In the near future, we will rely on electronic submissions over the internet. While this is yet a reality, some preparation is required and professionals must become aware of electronic signatures. The Department of Business and Professional Regulations governs and specifies how electronic signatures are encrypted and utilized by professionals within the State of Florida. I urge each and every one of you to begin looking into this technology.

We appreciate your cooperation and assistance in this ground setting endeavor. If you should have any questions or comments concerning this process please do not hesitate to contact us.

Sincerely,

Sergio T. Ascunce  
Building Official