



City of Ocala
Growth Management Department
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FILE SUBMITTAL STANDARDS

REQUIRED FILES

Drawings

- Upload **each sheet as a separate file**
- Include a **cover/index sheet** (*preferred, not required*)
- Must be **properly oriented**
- Follow all **City checklist requirements**

Supporting Documents

- Examples: calculations, easements, certifications, reports
 - May be uploaded as **multi-page files**
 - **PDF format preferred**
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FILE NAMING (REQUIRED)

- File name must **match the sheet title exactly**
- Format: **Discipline + 3-digit sheet number + description**

Examples:

- A000 – COVER
- PLM001 – PLUMBING PLAN

Rules:

- Maximum **35 characters**
- **DO NOT rename files** between submittals
- **DO NOT add versions** (no “v2”, “rev”, etc.)

 Files with unclear names will be **deleted and returned**

RESUBMITTALS

- **Replacing a sheet?**
 - ▶ Upload under the **exact same file name**
 - **Adding new sheets?**
 - ▶ Use proper naming format
 - System will **auto-version files** if names match
 - Incorrect naming = **file rejected**
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FILE TYPES

Drawings

- Must be **Vector PDF ONLY**
- Preferred size: **24" x 36" (landscape)**
- Leave space for **approval stamp (top right corner)**
- Convert from CAD using **DWG to PDF.pc3**

Supporting Files

- Accepted: **PDF, DOC, DOCX, XLS, XLSX**
 - Must be **searchable PDFs** when applicable
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DRAWING QUALITY

- Use **vector (not scanned) PDFs**
 - Ensure **clear linework**
 - For trade drawings (MEP):
 - Keep only relevant trade lines dark
 - Use grayscale background
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FINAL TIPS

- Upload files in **correct sheet order**
 - Keep naming **clear and consistent**
 - Proper uploads = **faster reviews**
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PROCEDURES

Getting Started / Logging In

- Use the ProjectDox link provided in your City email notification.
- First-time users receive a temporary password by email.
- Temporary passwords expire after approximately 4 hours.

If your password has expired:

- Click “Forgot Password” on the login page.
- Request a new temporary password.
- Log in and create a permanent password.
- Complete all required profile fields (*) and click Save.

Password requirements:

8–10 characters, at least one letter and one number, no special characters.

Finding Your Permit

- After logging in, you should be routed directly to your assigned task.
- If you land on the home screen:
 - Change the search filter to “All”
 - Enter your permit number in the Project field

Understanding Applicant Tasks

Applicant Upload Task

- This task is assigned once, at the beginning of the permit process.
- It is used to upload all initial plans, specifications, documents, and required manufacturing information.
- Permit review cannot begin until this task is completed and submitted. Any review fees shall also be paid prior to plan review.

Applicant Resubmit Task

- This task is assigned when reviewers request corrections, revisions, or additional information.
- A resubmit task may be assigned multiple times, depending on the review outcome.

To complete a resubmit task:

1. Review all reviewer comments carefully.
2. Revise documents exactly as requested.
3. Upload revised documents using the correct file naming standards (same as prior information).
4. Submit the task only after all required documents are uploaded.

Do not submit a task if documents are missing or incorrect, as this may delay review.

File Upload & Naming Requirements

- File Naming Standards
- File names must be less than 30 characters
- No special characters (% , # , & , etc.)
- A full copy of the City's File Naming Standards can be available in the Review Attachments folder for guidance if needed

If files are not named correctly, the files may be locked and/or deleted, requiring reupload.

Locked Files & Reuploads

- All previously uploaded files may be locked during review.
- If files are locked, reupload all required documents using the correct naming convention.

Replacing & Versioning Files

- When replacing existing files, use the exact same file names as the originals, including spacing, periods, etc.
- A file has been versioned correctly when the file name appears blue in the upload box.

Engineered Plan Requirements

- All engineered plans must be uploaded to the Drawings folder.
- Plans must be uploaded as single-sheet files (no combined sheets).
- Files must be oriented correctly (portrait or landscape as intended).
- Engineered plans may need to include a verified digital signature when required. If unsure if it requires, contact the Building Official (buildingofficial@ocalfl.gov)


After You Submit

- Your permit is routed back to reviewers.
- Review timelines vary based on permit type and scope.
- Additional Applicant Resubmit tasks may be assigned if further corrections are needed.

NEED HELP?

Need help or training with plan upload?

 permitcoordinator@ocalaf.gov (Please include your permit number in the subject line)

 352-629-8421, Option 5