

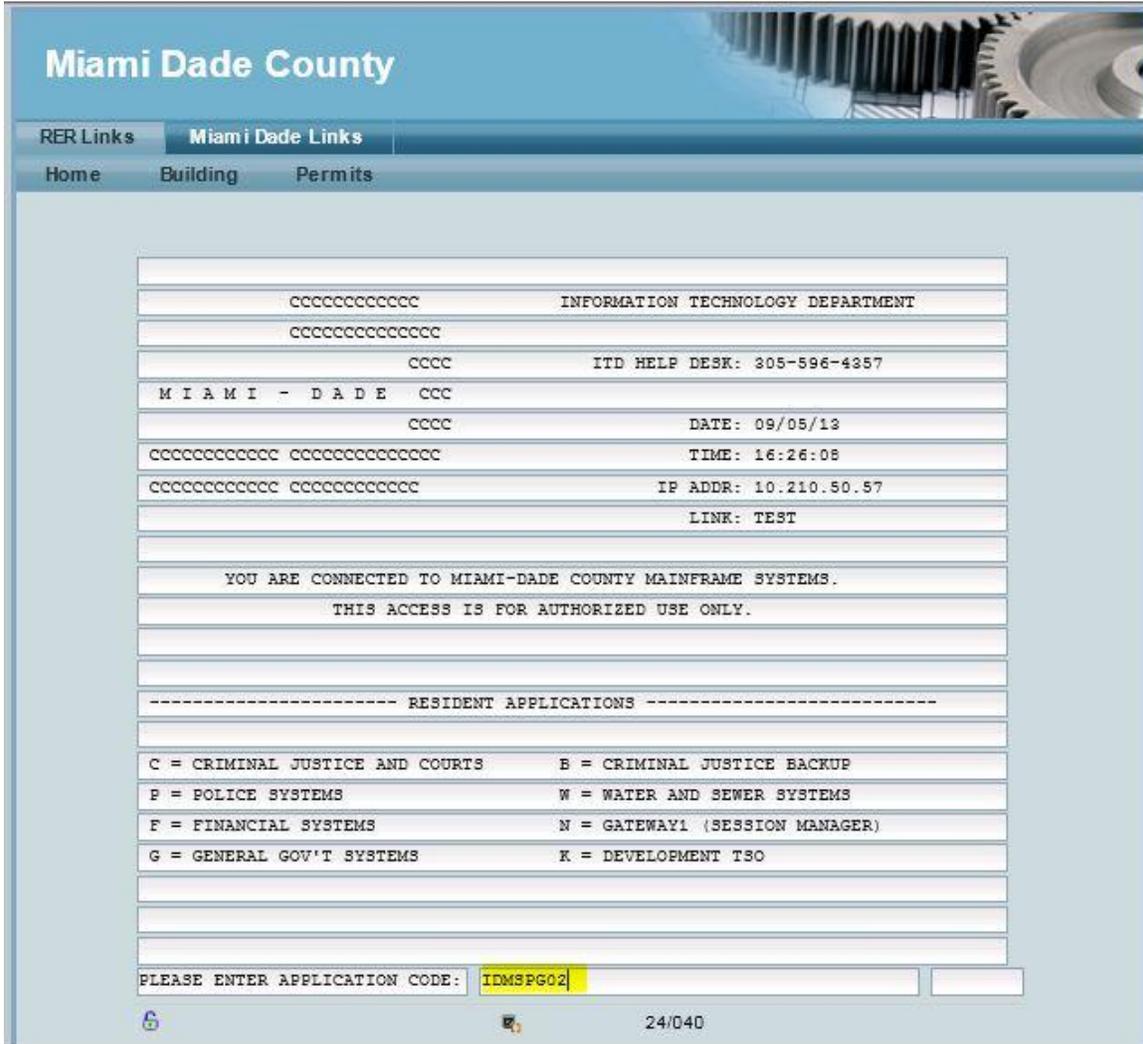
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## 1 Gateway To Permitting Services

### 1.1 Mainframe Gateway



The screenshot shows a terminal window for the Miami Dade County Mainframe Gateway. The interface includes a header with the county name and navigation tabs for 'RER Links', 'Miami Dade Links', 'Home', 'Building', and 'Permits'. The main content area displays system information and a menu of application codes.

```

MIAMI Dade County
-----
RER Links  Miami Dade Links
Home      Building  Permits

      CCCCCCCCCC      INFORMATION TECHNOLOGY DEPARTMENT
      CCCCCCCCCC
      CCCC      ITD HELP DESK: 305-596-4357
M I A M I - D A D E CCC
      CCCC      DATE: 09/05/13
CCCCCCCCCCCC CCCCCCCCCCCCCC      TIME: 16:26:08
CCCCCCCCCCCC CCCCCCCCCCCCCC      IP ADDR: 10.210.50.57
      LINK: TEST

      YOU ARE CONNECTED TO MIAMI-DADE COUNTY MAINFRAME SYSTEMS.
      THIS ACCESS IS FOR AUTHORIZED USE ONLY.

      ----- RESIDENT APPLICATIONS -----
      C = CRIMINAL JUSTICE AND COURTS      B = CRIMINAL JUSTICE BACKUP
      P = POLICE SYSTEMS                    W = WATER AND SEWER SYSTEMS
      F = FINANCIAL SYSTEMS                 N = GATEWAY1 (SESSION MANAGER)
      G = GENERAL GOV'T SYSTEMS            K = DEVELOPMENT TSO

      PLEASE ENTER APPLICATION CODE: IDMSPG02
  
```

Go to [https://was8ste.miamidade.gov/Municipal3\\_PR/](https://was8ste.miamidade.gov/Municipal3_PR/).

1.2 Login



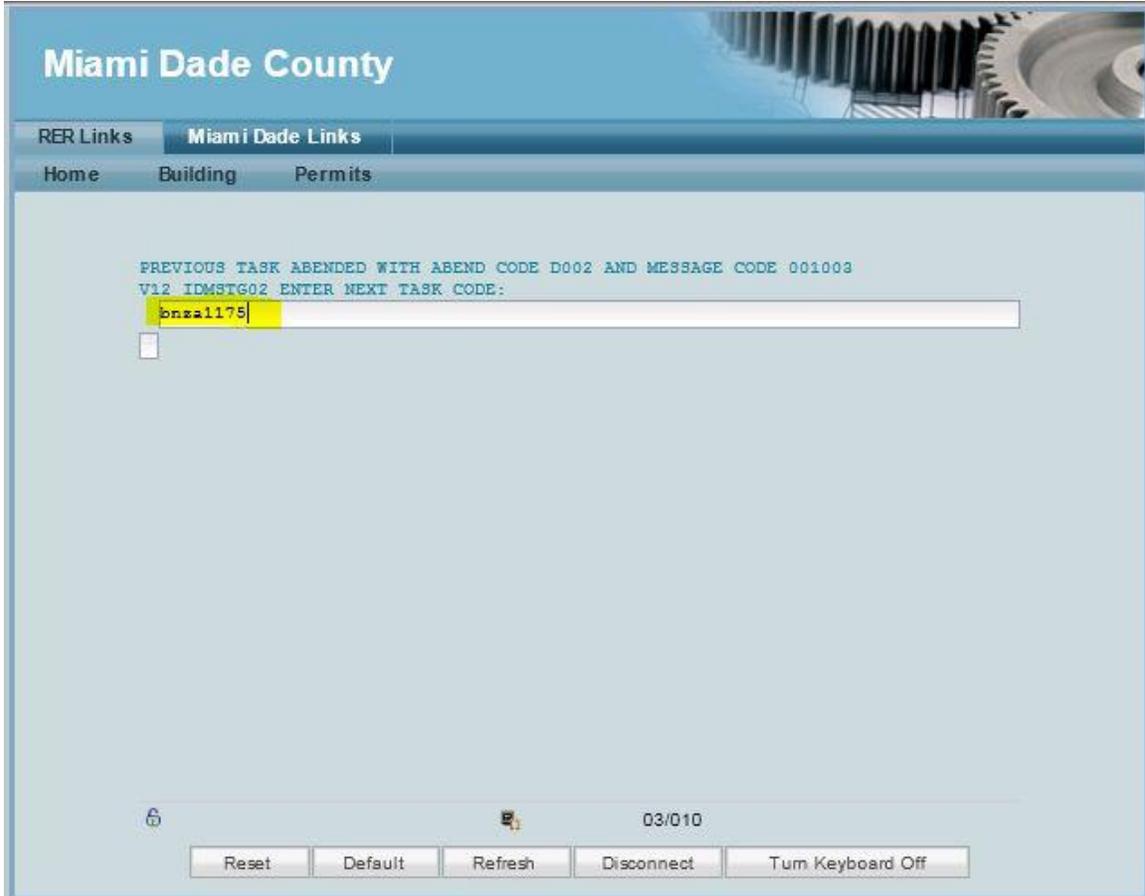
Enter user id as shown above.

1.3 Password



Enter your password.

1.4 Enter Mainframe Page – BNZA1175



2 Create Permit Application

2.1 Select Menu Options

**Miami Dade County**

RER Links | **Miami Dade Links**

Home | Building | Permits

---

MIAMI DADE COUNTY BNZM1175  
 DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES  
 PLAN TRACKING / CANCELLATION / MUNICIPAL MENU

09/05/2013  
 15:11:24

ADD----- MOD----- DEL----- INQ-----

TRACKING NO. & APPLICATION .....	02 TK/PRO	03 TK/PRO	04 TK/PRO
REWORK REQUEST .....	05 PRO	06 PRO	07 PRO
PERMIT CANCELLATION REQUEST.....	15 PER	16 PRO	17 PRO
CONFIDENTIAL MAILING ADDRESS.....	20 PRO		22 PRO
SEARCH BY ADDRESS.....	09 ADDR		
RESTART TRACKING BATCH JOB.....	40 TK		
RESTART CPP BATCH JOB.....	41 TK		
=====			
MUNICIPAL APPLICATION INTAKE....	25 ADDR/FOL	26 PRO/PER	27 PRO
			28 PRO/PER/ODS
MUNICIPAL REVISION INTAKE.....	29 PER/ODS	30 PRO	31 PRO
			32 PRO

FOL = FOLIO NO. (NUMERIC 13) | ADDR = ADDRESS (ALPHANUMERIC 32)  
 TK = TRACKING NO. (NUMERIC 10) | PER = PERMIT NO. (NUMERIC 10)  
 PRO = PROCESS NO. (ALPHANUMERIC 11) | ODS = FIRE NO. (NUMERIC 10)

-----

ENTER SELECTION: **25**

KEY:

---

21/042

Reset | Default | Refresh | Disconnect | Turn Keyboard Off

2.2 Enter Permit Application Information

Miami Dade County

RER Links Miami Dade Links

Home Building Permits

```

AMUNAPPL      DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES      BN2M7050
09/05/2013    ADD MUNICIPAL APPLICATION                                  BN2MUN
15:17:22
CLERK INITIALS  BN2MUN      APPLICATION DATE 09052013      PROCESS NO.  0000000000

ADDRESS/APT #          #          FOLIO 00000000000000
CONTRACTOR #          NAME
QUALIFIER # 0000      NAME
APPLICATION TYPE          SQ FT          UNITS          FLOORS
CLUC CODE          PL TRACK(Y/N)      WALK THRU(Y/N)
PROCESS NO. PLANS ARE TO BE FILED WITH          PROCESSING(Y/N/O)
PERMIT TYPE          CATEGORIES
PRO USE          R/C
CONTACT NAME
ADDRESS
CITY          STATE          ZIP          PHONE 0000000000
A/E NAME
OWNER NAME          ESTIMATED VALUE
LEGAL
N

```

PF1 = UPDATE      PF8 = NEXT PROCESS    PF12=PLAN TRACKING    PF6 = PRINT APPL

NEXT SCREEN       NEXT KEY       DEST= BZCP

ENTER ADDRESS OR FOLIO ... AND PRESS ENTER

22/063

Reset Default Refresh Disconnect Turn Keyboard Off

## Miami Dade County

RER Links
Miami Dade Links

Home
Building
Permits

---

AMUNAPPL      DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES      BNZM7050  
 09/08/2013      ADD MUNICIPAL APPLICATION      BNZMUN  
 15:19:27

CLERK INITIALS    BNZMUN      APPLICATION DATE    09082013      PROCESS NO.      0000000000

ADDRESS/APT #    15150 BULL RUN RD      #      FOLIO    3220230240020

CONTRACTOR #    dryrun      NAME

QUALIFIER #      1111      NAME

APPLICATION TYPE    01      SQ FT    1000      UNITS    1      FLOORS    1

CLUC CODE    0015    ENTERTAINMENT      PL TRACK(Y/N)    y      WALK THRU(Y/N)    Y

PROCESS NO. PLANS ARE TO BE FILED WITH      PROCESSING(Y/N/O)    Y

PERMIT TYPE    mbld    CATEGORIES    0001

PRO USE    1905    R/C      big shed

CONTACT NAME    Pepito Peres

ADDRESS    1122 SW 87 Ave

CITY    Miami      STATE    FL      ZIP    33173      PHONE    3055960000

A/E NAME    Don Shula

OWNER NAME    MIAMI LAKES COUNTRY CLUB INC      ESTIMATED VALUE    10000

LEGAL    MIAMI LAKES TOWN CENTER SEC 6      PB 118-67

**PF1 = UPDATE**      **PF8 = NEXT PROCESS**      **PF12=PLAN TRACKING**      **PF8 = PRINT APPL**

NEXT SCREEN      NEXT KEY      DEST=    BZCP

ENTER INFORMATION AND DEPRESS PF1 TO CREATE APPLICATION

18/072

Reset
Default
Refresh
Disconnect
Turn Keyboard Off

## Miami Dade County

RER Links
Miami Dade Links

Home
Building
Permits

AMUNAPPL                    DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES                    BNZM7050  
 09/05/2013                    ADD MUNICIPAL APPLICATION                    BNZMUN  
 15:19:27

CLERK INITIALS    BNZMUN                    APPLICATION DATE    09052013                    PROCESS NO.    M2013010113

ADDRESS/APT #    15150 BULL RUN RD                    #                    FOLIO 3220230240020

CONTRACTOR #    DRYRUN                    NAME

QUALIFIER #    1111                    NAME

APPLICATION TYPE    01    ADD ATTACHED                    SQ FT    1000                    UNITS    1                    FLOORS    1

CLUC CODE 0015    ENTERTAINMENT                    PL TRACK(Y/N)    Y                    WALK THRU(Y/N)    Y

PROCESS NO.    PLANS ARE TO BE FILED WITH                    PROCESSING(Y/N/O)    Y

PERMIT TYPE    MBLD                    CATEGORIES    0001

PRO USE 1905    R/C    C                    CABANA/CHICKEE/GAZEBO/CLUB HOUSE/REC B                    BIG SHED

CONTACT NAME    PEPITO PEREZ

                  ADDRESS    1122 SW 87 AVE

                  CITY    MIAMI                    STATE    FL                    ZIP    33173                    PHONE    3055960000

A/E NAME    DON SHULA

OWNER NAME    MIAMI LAKES COUNTRY CLUB INC                    ESTIMATED VALUE                    10000

LEGAL MIAMI LAKES TOWN CENTER SEC 6                    PB 118-67

[PF1 = UPDATE](#)                    [PF8 = NEXT PROCESS](#)    [PF12=PLAN TRACKING](#)    [PF6 = PRINT APPL](#)

NEXT SCREEN                     NEXT KEY                     DEST=

APPLICATION ADDED...ENTER NEXT KEY THEN PF6 OR PF12 TO FINISH

22/033

Reset
Default
Refresh
Disconnect
Turn Keyboard Off





- Estimated value

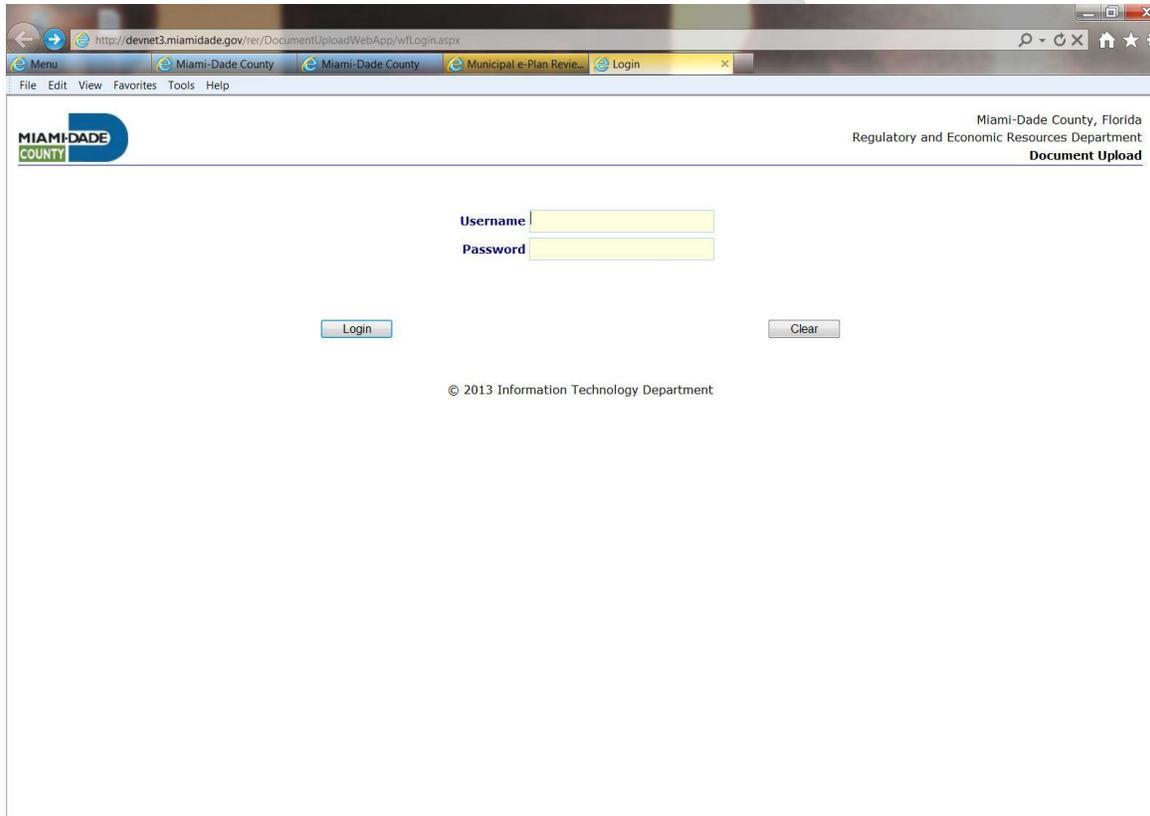
Contact information is optional.

When a permit application needs to be reviewed by plan processors, the program will force the clerk to press the PF12 key to be transferred to the Plan Tracking screen, or if additional applications are going to be included in the same tracking, then the clerk will press the PF8 key to create another application. At the end, the PF12 key has to be pressed to transfer to Plan Tracking.

DRAFT

### 3 Document Upload

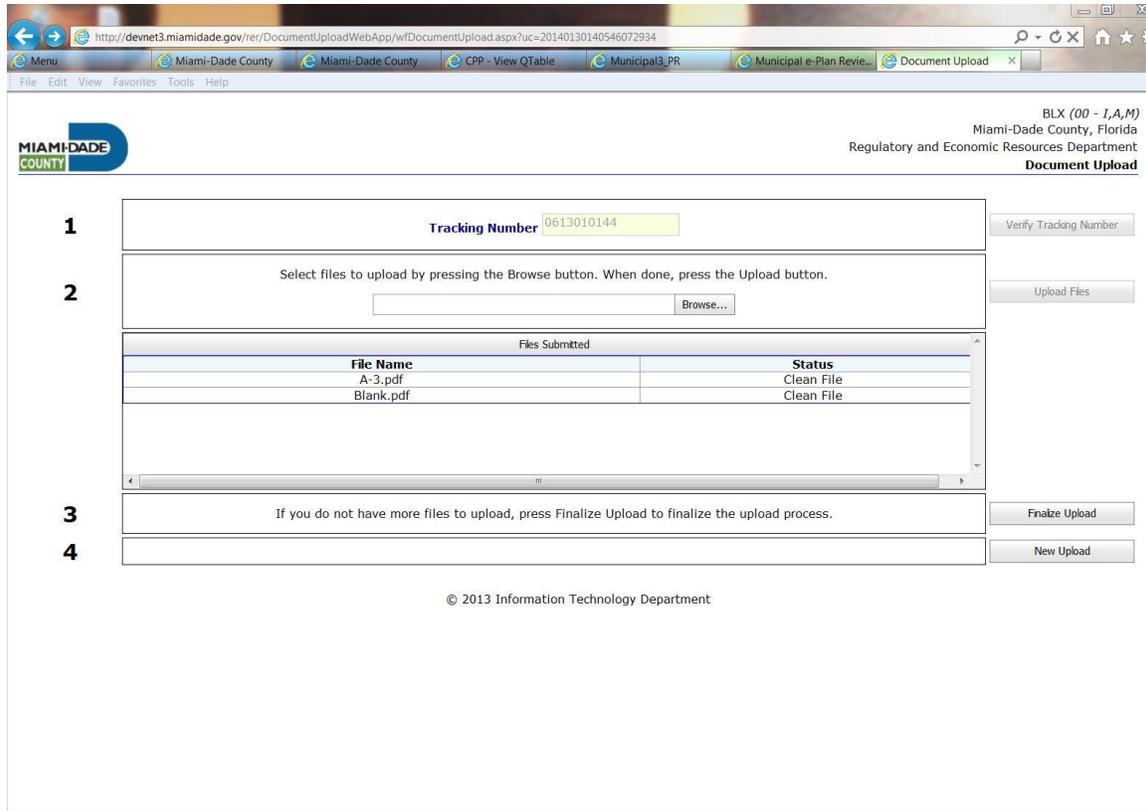
#### 3.1 Login



The screenshot shows a web browser window with the following elements:

- Address Bar:** <http://devnet3.miamidade.gov/rer/DocumentUploadWebApp/wfLogin.aspx>
- Browser Tabs:** Menu, Miami-Dade County, Miami-Dade County, Municipal e-Plan Review..., Login
- Page Header:** MIAMI-DADE COUNTY logo on the left; Miami-Dade County, Florida, Regulatory and Economic Resources Department, Document Upload on the right.
- Form Fields:** Username  and Password
- Buttons:** Login and Clear
- Footer:** © 2013 Information Technology Department

### 3.2 4 Steps To Upload Documents



The import process may completed in 4 easy steps. It is recommended you confirm the documents being are uploaded correspond with the tracking number. Once the documents are uploaded you cannot remove them.

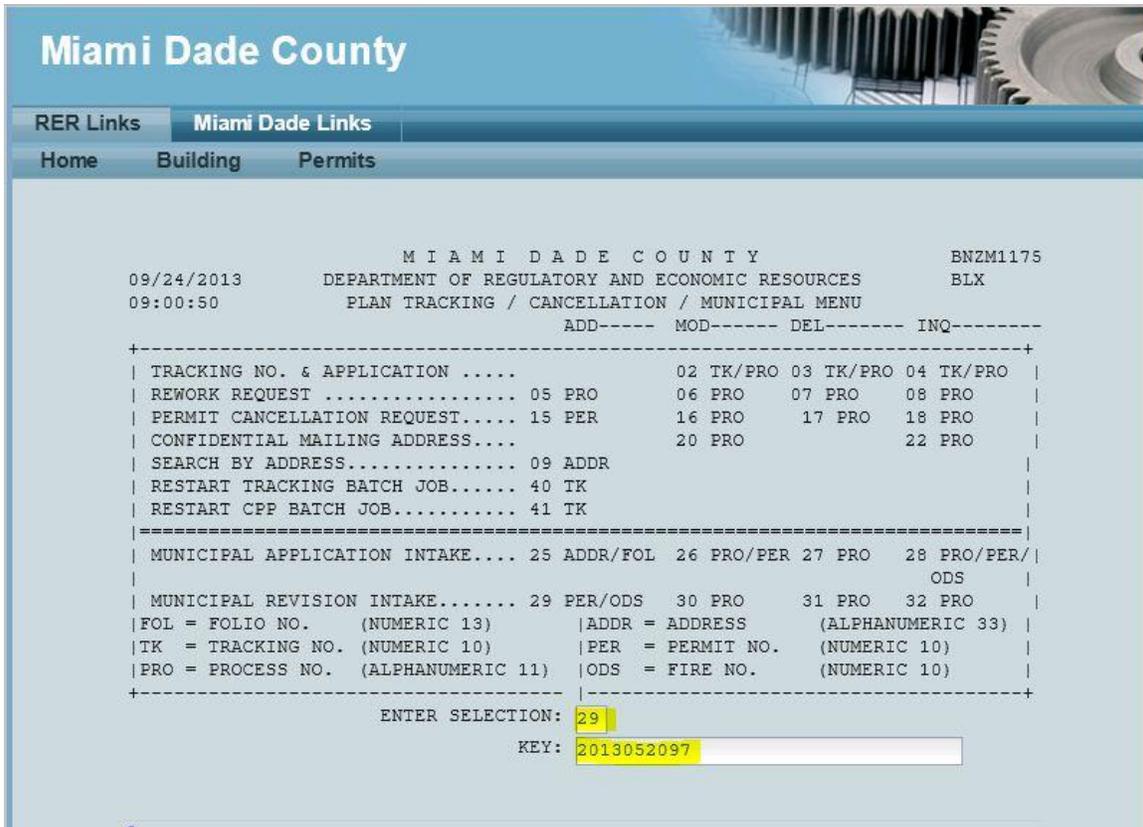
1. Enter a tracking number and click on the "Verify Tracking Number" button. If the number is validated correctly the program will allow you to proceed to step 2.
2. Browse your PC and select documents. When done click on the "Upload Files" button. If the documents pass the security scans and document validation rules the program will allow you to proceed to step 3.
3. Click on the "Finalize Upload" button. The program will notify you that the process is complete and submitted for review. No additional documents can be imported until the reviews are completed and a rework is requested.
4. Click on the "New Upload" button to refresh the screen and upload documents to another tracking number.

You are done when you see the message above.

#### 4 Plan Revision

##### 4.1 Login

Login as detailed in section 1 of this document and go to BNZA1175.



**Miami Dade County**

RER Links | **Miami Dade Links**

Home | Building | Permits

MIAMI DADE COUNTY BNZM1175  
 DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES BLX  
 PLAN TRACKING / CANCELLATION / MUNICIPAL MENU

09/24/2013  
 09:00:50

ADD----- MOD----- DEL----- INQ-----

TRACKING NO. & APPLICATION .....	02 TK/PRO	03 TK/PRO	04 TK/PRO
REWORK REQUEST .....	05 PRO	06 PRO	07 PRO
PERMIT CANCELLATION REQUEST.....	15 PER	16 PRO	17 PRO
CONFIDENTIAL MAILING ADDRESS....		20 PRO	22 PRO
SEARCH BY ADDRESS.....	09 ADDR		
RESTART TRACKING BATCH JOB.....	40 TK		
RESTART CPP BATCH JOB.....	41 TK		
MUNICIPAL APPLICATION INTAKE....	25 ADDR/FOL	26 PRO/PER	27 PRO
			28 PRO/PER/ODS
MUNICIPAL REVISION INTAKE.....	29 PER/ODS	30 PRO	31 PRO
			32 PRO

FOL = FOLIO NO. (NUMERIC 13) | ADDR = ADDRESS (ALPHANUMERIC 33) |  
 TK = TRACKING NO. (NUMERIC 10) | PER = PERMIT NO. (NUMERIC 10) |  
 PRO = PROCESS NO. (ALPHANUMERIC 11) | ODS = FIRE NO. (NUMERIC 10) |

ENTER SELECTION:

KEY:

Enter the permit number to be revised.

4.2 Enter Revision Information

**Miami Dade County**

RER Links    Miami Dade Links

Home    Building    Permits

ARVMUNAP    DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES    BNZM7054  
 09/24/2013    ADD MUNICIPAL REVISE PERMIT APPLICATION    BLX  
 10:47:59

CLERK INITIALS BLX    PROCESS NO. M2013010118  
 PERMIT NO. 2013052097    BLDG CODE    APPLICATION DATE 9/24/2013  
 NEW CONTR NO

NEW QUALIFIER SSN 0000

R PLAN REVISION    RE-STAMP    RE-ISSUE  
 X FIRE    X DERM

CONTACT NAME PEPITO PEREZ    COUNTY AGENCY    PLAN TRACK Y  
 ADDRESS 5680 SW 87 AVE    STATE FL ZIP 33173    PHONE 3052753333  
 CITY MIAMI

\*\*\*\*\* PERMIT INFORMATION \*\*\*\*\*

PREVIOUS REVISION FEE    PREVIOUS RENEWAL FEE  
 ORIGINAL PERMIT FEE 264.00    INSPECTIONS N    EXPIRED N  
 A/E NAME  
 CONTRACTOR  
 QUALIFIER  
 OWNER NAME TOWN OF MIAMI LAKES  
 ADDRESS 6601 MAIN ST

[PF1 = UPDATE](#)    [PF5 = ADD FEES](#)    [PF8 = NEXT PROCESS](#)    [PF12=PLAN TRACKING](#)

NEXT SCREEN     NEXT KEY

APPL ADDED...ENTER NEXT KEY THEN PF8 OR PF12 TO FINISH

22/033

Enter required data and press PF1. Then you must press PF12 to finalize the process.



## 5 Digital Signing and Sealing

The following was copied from the MDC portal at <http://www.miamidade.gov/development/plans/submittal-signatures.asp>:

Plans, specifications, plats, reports, or other documents submitted in electronic format for review must be signed and sealed electronically.

Scanned copies of signed and sealed documents are not an accepted electronic submittal method.

There are many different accepted methods for digitally signing and sealing a plan using commonly accepted public / private key technology provided by various vendors. It is important that any method that is utilized be accompanied by a signed and sealed statement from the professional that the method and software that have been utilized to sign and seal the plans complies with the intent of the Board Rules.

Plans examiners cannot approve your plans without the appropriate Electronic Signature and Seal.

### Related Regulations

Electronic submissions must meet state law requirements as described in the Florida Statutes Chapter 471.025, 481.221, and 668.001-006.

Specifically, with reference to Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for Architects, or Florida Statutes Chapter 471 and Florida Administrative Code Rule 61G15- 23.003 for Engineers, these documents must be submitted in original format to be scanned along with the permit application.

## 6 Definitions & Acronyms

### 6.1 MDC Acronyms

**BCCO** – Office Building Code Compliance. An office in Miami-Dade County.

**BNZ System** – Building and Zoning. IDMS mainframe application used by the Building Department, Department of Planning and Zoning, Office Building Code Compliance (BCCO), DERM, Public Works Department and the Fire Department.

**CAD** - Computer Aided Design.

**CPP** - Concurrent Plans Processing.

**CRS** – Central Registration System. IDMS mainframe application used to assign user ids and security access.

**DERM** – Department of Environmental Resources Management

**ITD** – Information Technology Department

**MDC** – Miami-Dade County

### 6.2 MDC Definitions

**Acceptance Criteria** – See legal document.

**Address** – A designation of a place where a parcel of real property is located. An example is 10100 NW 25 Ave.

**Application Folder** – The CPP relational table containing permit application information.

**Category** – Class related to a trade or permit type. Together with permit type determines type of work.

**Certification** – An endorsement or guarantee of accuracy and authenticity of a document, drawing or plan.

**Collaboration** – the delegation of an assignment/work item to someone who was not on the original process. Can only be accomplished if the authority is granted.

**Commercial** – Property improvements relating to all structures that are not classified as single family residence or duplex.

**Contractor** – a sole proprietor, partnership or corporation that works in one or more disciplines in the construction industry.

**Contractor License Number** - A nine character alphanumeric field used to uniquely identify a contractor.

**Contractor Suspended** – A contractor whose license has a suspension flag. The license has been suspended by BCCO.

**Program** - software code developed to enhance or create features not available in the base product, and required by a customer.

**Dialog** – An IDMS online program usually attached to a map and is used to navigate and update an IDMS database.

**Discipline** – See trade.

**Disposition** – The status of a decision on a review. Valid values are ‘ ‘, ‘A’, ‘D’, ‘N’.

**Document Folder** - The CPP relational table containing document index information.

**Drawing** – A graphic representation or design. Also known as plans. May or may not be signed and sealed.

**Dynamic Workflow** – The ability to insert or remove reviews at any time within a workflow package.

**Fee Code** – A four character alphanumeric field beginning with a letter used to designate a formula used in establishing a fee or charge. Fee codes are grouped in categories relating to permit type. Fee codes are stored in a user defined BNZ table.

**Fee Sheet** – A worksheet or form by permit type used by the applicant to determine the categories and provide the units for specific permit types.

**Folio Number** – A thirteen byte numeric field used as the key to a piece of land in the county records. It may begin with a “0” zero. A folio number may have more than one address (commercial). A folio number may not have an address (vacant land).

**Job Copy** - All approved plan files containing all markups, stamps and signatures.

**Map** – An IDMS screen defining field positions used to interface between the user and the IDMS database. A map is connected to one or more dialogs. A map may also be a geographical image of a parcel of land generated by a GIS application.

**Master Permit** - A permit that does not have another permit related to it as a parent but may have permit(s) related to it as children. For this project the permit type must be building (BLDG).

**Notarization** – To certify the authenticity of the signer of the document.

**Notice of Acceptance (NOA)** – A written document indicating product control approval has been granted.

**Plans** - A graphic representation or design. Also known as drawings. May or may not be signed and sealed.

**Plan File** – A electronic file containing a plan page or sheet.

**Plan File Name** - The native file name of a plan page at the operating system level conforming to the National CAD Standard file naming convention. This name is imported into a CPP table column and is used to sequence a plan set.

**Plan Page** – A plan sheet contained in a plan file name.

**Plan Package** – A unit of work grouped by a tracking number that may consist of multiple permit applications (process numbers) and a plan set.

- Plan Set** – A collection of plan pages.
- Permit** – A written order granting permission.
- Permit Application** – A form to apply for a permit.
- Permit Extension** – An application to extend the expiration date on a valid permit.
- Process Number** – An eleven character alphanumeric field assigned to the permit application after required information is validated successfully.
- Proposed Use** – A four character numeric field used to determine the use of property. The values are stored in a user defined BNZ table.
- Permit Re-inspection** – An application requesting to pay re-inspection fee.
- Permit Types** – A classification of permits defined by the skill or trade. See Trade.
- Processing** – A one character alphanumeric field used to determine if processing is required. Valid values are “Y” , “N” or “O”. Plans must be reviewed by processor when field is equal to “Y”. It is a standalone permit when the field is equal to “O”.
- Product Control Approval (PCA)** – A building material that has been tested and approved by a independent laboratory to meet or exceed the building code. Product approvals are managed by BCCO.
- Professional Layer** – A layer or markup of a document containing stamps, seals and signatures.
- Qualifier** – The individual authorized to sign a permit application for the contractor.
- Qualifier Number**– A nine character numeric field used to uniquely identify a qualifier. It is the social security number.
- Residential** – The use of property as a single family home or duplex.
- Rework** – Any plan page that has a disposition of disapproved is eligible for rework.
- Review** – A formal processing or examination of plans and drawings or a requirement for a formal examination.
- Seal** – An emblem, figure or stamp of authenticity along with a signature found on drawings and plans.
- Stand Alone Permit**- An isolated permit. No other permits are connected to it. It can become a master permit.
- Stamps** – An impression or marking affixed to a document.
- Subsidiary Permit** – A permit connected to another permit.
- Supporting Documents** – A collection of documents by discipline containing information necessary to validate a plan set
- Tracking Number** – A ten digit alphanumeric field assigned to a plan set and used to track the flow of the plans among plans examiners in the Building Department’s Plans Tracking System. A tracking number may be related to one or many process numbers.
- Trade** – An occupation of skilled manual or mechanical work. Examples are: building (BLDG), electrical (ELEC), mechanical (MECH), plumbing (PLUM), gas (LPGX).
- User Group** - An administrator defined group of users (elec, bldg etc.).
- Walk Thru** – A one character alphanumeric field used to classify the complexity of a project.
- Work Flow** - a method to build workflows to manage and route folders containing objects (documents, pictures, graphics, sound, video) through the use of an electronic version of a manila folder.
- Work Item** - an object requiring processing in a member’s Work List.
- Work List** - a list for each workflow member that contains pending assignments.

### 6.3 MDC Key Fields

Name	Data Type	Length	Description / Example
Address	alphanumeric	33	10100 NW 25 Ave
Folio Number	numeric	13	0101080901170
Permit Number	numeric	10	1999001795
Process Number	alphanumeric	11	S2000003394
Plan Page	alphanumeric	50	1standAmenities.pdf



**Municipal Plan Review Standardization**

Tracking Number

alphanumeric

10

0000123456

DRAFT