



City of PALM COAST

Community Development Department
Building Services Division

160 Lake Avenue
Palm Coast, FL 32164
386-986-3780

Online Permitting Document Submittal Requirements and Process

PREPARE FILES FOR SUBMITTAL

- File name guidelines must be followed (**see guideline below**)
- All files are to be submitted in a pdf format.
- All files are to be uploaded as separate files.
- Files should be uploaded in the orientation they were designed for (portrait or landscape)
- Drawings/plans and documents must comply with specific size and name conventions to be accepted.
- Plans are not to exceed 36 x 48 or be designed less than 11" x 17 for smaller scale projects.
- Each drawing file must be on one page only
- Plans and documents required to be signed and sealed must digitally signed and sealed with a verifiable signature. (**see below for details**)
- Plans sheets are to be uploaded as separate files affixed with a digital seal and signature if applicable.

FILE UPLOADING AND NAMING CONVENTION

1. Files should be attached to the correct document type.
2. Files are to be submitted individually and **named as identified in the examples below**. (Exceptions: energy calculations, aluminum design plans, calculations, items where single pages cannot be altered.)
3. Plan sheets should be easily identifiable for the plans examiner to identify the type design discipline on the page.
4. Revisions and corrections should follow the same criteria and should use the same name as originally identified.

DO NOT add anything to the beginning of the file name, you add to the file name following our required naming convention.

(Examples of what NOT to do: Smith Residence – final survey, or 123 Main Street – landscape plan)

- Boundary Survey = Boundary survey
- Color and material = color and material sheet
- Construction lien law = lien law
- Electrical Calculations = electrical calcs
- Elevation certificate = elevation cert
- Energy calculations = energy calcs
- Final Survey = final survey



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- Foundation Survey = foundation survey
- Landscape plan = landscape
- Locates = locates
- Lot grading plan = lot grading
- Manufactures specifications = pump
- Manufactures specifications = alarm
- Manufactures specification = tank
- Notice of commencement = NOC
- Pool calculations = pool calcs
- Product approval = product approval
- Proof of ownership/ deed = ownership or deed
- Roof Affidavit = roof affidavit
- Roofing worksheet = roof worksheet
- Site plan = site plan
- Shop drawings = shop drawings
- Specification manual = spec manual
- TDH = TDH
- Tenant affidavit = tenant
- Topographic survey = topo survey
- Tree survey = tree survey
- Truss layout = truss layout
- Utility Application = utility app
- Utility receipt = utility receipt

Plans should be named in accordance with their given sheet name and a description - see examples below. If no sheet name has been given, enter the description only.

- A.1 – elevations
- E.2 – electrical
- S.3 – wall sections
- S.4 – foundation plan
- S.1 – Framing
- 1 – cover sheet
- 2 – elevations
- 3 – floor plan
- Elevations
- Floor Plan
- Wall Sections
- Truss layout
- Details

DIGITAL SIGNATURES

In lieu of manually signing and sealing plans, design professionals shall affix digital signatures in compliance with Florida Statutes and Florida Administrative Code Rules. **Digital signatures must be original and will be verified. Do not upload scanned/copied plans, they will not be accepted.**

Digital signatures must comply with Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for architects or Florida Statutes Chapter 471 and Florida Administrative Rule 61G15-23.003 for Engineers.

The following statement must accompany a digital signature ***“This item has been electronically signed and sealed by (name) on (date) using a Digital Signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies”.***

Certificate Authority services can be purchased through a third party certification authority to include, but not limited to:

- Entrust
- eTrust
- GeoTrust
- GlobalSign
- IdenTrust
- Verisign

GENERAL INFORMATION

1. Permits utilizing the electronic plan review system must maintain the electronic process throughout the permit application review process. We will not accept documents electronically and manually during the review process.
2. You may utilize this system to upload and maintain your documents at the packet stage up to 30 days prior to choosing to submit. Your packet will expire in 30 days if you do not choose to submit and will require you to start again when you are ready.
3. Once you submit, if the package is incomplete, you will receive any email outlining the deficiencies and the package will not be accepted.
4. Revisions/corrections cannot be uploaded while reviews are being processed. Once all of the reviews have been completed, you will be able to upload any new plans/documents. The red SUBMIT button must be clicked for your documents to reach us. A revision sheet is not required for upload, one will automatically be generated when you hit SUBMIT.
5. Revisions are to be named the SAME NAME as the original document.
6. When the reviews have been completed, you will receive an email notifying you the permit is ready for issuance.
7. Payments can be made online and in person. If you prefer to mail a check to avoid the credit card convenience charge, and will be applied once received. (Building Division 160 Lake Ave, Palm Coast, FL 32164)
8. Job/Inspection card, permit, plans, etc. can be downloaded from the portal.
9. Approved plans are to be at the job site for the inspector.
10. Inspections may be requested through the portal or through the telephone system –386-986-4747.
11. The certificate of occupancy is also available for print online upon issuance.