



Online Application Submittal Requirements

Please read and follow these instructions for online submittals.

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

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".

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

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

A digitally created image of the seal must be on the plans for printing purposes.

Submittal Requirements

Plans and Plat Sheets:

1. Plans must be drawn and formatted for a minimum landscape 24" x 36" sheet or 11" x 17" for smaller scale jobs.
2. Plans are to be submitted in a pdf format only. The PDF must be flattened or auto-cad text string setting changed to the below before converting into a PDF

Epdf.Shx / set at 0

3. Each page must have title block to contain the address of the subject property.
4. Each page must leave a 2" x 2" in the upper right hand corner for city approval stamp.
5. Plans must be uploaded properly oriented in **landscape mode**.
6. Must be drawn to scale.
7. Each page of the plans must have a graphic scale.
8. Plans that are digitally signed and sealed cannot be locked (password protected).
9. Plans must include a digitally created image of the seal along with the digital signature and seal (For printing purposes).

Documents / Reports Submittal

10. Documents must be submitted in pdf format only.
11. Documents must be submitted in portrait orientation.

Naming Convention

Plans (Civil, Landscape, Irrigation, Photometric, Architectural – Elevations and Supporting Plans)

1. Civil plans and plat sheets are to be **submitted / uploaded as single page file** (do not combine files) and named according to the name of the page.

Example: C.00-Cover Sheet, C.01-Note Sheet, C.02-Site Plan Sheet, C.03-Paving Sheet, L.01-Landscape Sheet, LI.01-Irrigation Sheet, E.01-Photometric Sheet etc...

2. Resubmittal of documents are to be named the SAME NAME as the original document. Resubmit all civil plan whether they have been revised or not.
3. A response letter must accompany each resubmittal.
4. When naming files do not use uncommon symbols in the file.
5. Do not use the project name in the file name.

Documents

1. Documents are to be submitted individually and named as identified below. If a document/report contains multiple pages, it may be uploaded as a single file.

- Affidavit of Corporate Identity
- Agent Authorization Affidavit
- Title of Opinion
- SJRWMD permit
- DEP permit
- Stormwater Report
- Geotechnical Report
- Environmental Assessment Report
- Cultural Resource Field Report
- Traffic Analysis Report
- Service Availability Letter for Water and Wastewater
- Agreement
- Address Map
- Joinder Affidavit
- Surety Bond
- Applicant Response Letter
- Cover Letter

General Information

1. Development applications utilizing the electronic plan review system must maintain the electronic process throughout the application review cycle.
2. You may utilize this system to upload and maintain your documents in a packet up to 30 days prior to choosing to submit.
3. 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.
4. Once you submit, if the package is incomplete, you will receive any email outlining the deficiencies and the application review process will not begin until all deficiency have been satisfied.
5. Resubmittal of documents cannot be uploaded while application is in the review stage. Once all of the reviews have been completed and you get a comment letter you will be able to upload any new plans/documents/reports.
6. Resubmittal of documents will not be possible if fees are pending to be paid.

7. Resubmittal of documents are to be named the SAME NAME as the original document submittal. **(See above)**
8. Through the same portal you will be able to track the review process. You can see when a review is on hold or complete and if any fees are pending to be paid.
9. When all comments have been satisfied, you will receive a Development Order via email. Once the signature pages of the Development Order are received and the recording fee is showed as paid you will be able, via the e-plan portal, to retrieve approved plans.
10. You will need to print two sets of stamped approved plans and have them available for the pre-con.
11. Approved Development Order civil plans are to be at the job site for the inspectors at all times.