



Memo: Electronic Plans Submittal

To: Contractors/Design Professionals/Designers

Re: Plan Requirements

From: Jonathan Bilby, Inspection Services Director

Beginning April 1, 2020 all plans, specifications and documents must be uploaded into the permit system. In order to ensure the plans being returned, please follow the requirements below:

- All plans must be in Portable Document Format (pdf).
- The pdf files must be originals from the design professional, designer, or contractor.
- Plans must allow for Inspection Services staff to do markups. Plans that do not allow markups will be returned prior to review.
- All plans designed by a licensed design professional must be digitally signed in accordance with 481, 471, and 668 Florida Statutes.
- Plans must be grouped with all pages together as a complete set. Separate individual pages should not be uploaded into the system.
- For projects containing site plans and building plans, please submit separate sets- one for Civil/site, and one for the building.
- Upon permit application, one set of approved plans will be uploaded to the customer portal and will be available for download.
- Print and provide one copy of the approved plans at full scale for inspections, or provide a large screen monitor at the jobsite for viewing by the Inspector.