



# City of Longwood

Building Division Information

March 24, 2020

## **Digital Permitting/ Plans Submittal**

The following guide, and informational package is to assist in understanding the required internal and state requirements as they apply to digital plans and permitting submittals. Pursuant to F.S. 471.025, 481.221, and section 107 of the Florida Building Code, all plans required to be signed and sealed must be submitted in original form. This applies to both hard copies and digitally submitted copies. If you submit a plan set, in digital form, it must be signed, dated and sealed in a digital format, and must be verifiable. Any digitally submitted plan set, not digitally signed, dated, and sealed is not considered original and will be rejected.

### **Digital Submittal Outline:**

- All information must be submitted in one of the following media formats: PDF, or Word Doc.
- When uploading information it will be required to be uploaded as follows:
  - o Permit application as one file
  - o Plans set as one file (Engineering, Architectural, MEP's, etc...)
  - o Florida Product Approvals as one file
  - o Energy Calculations as one file
  - o Supporting Engineering as one file
  - o Revisions as one file
  - o Other product information as one file
  - o Signed Contract as one file
  - o Property Owners confirmation (copy of property appraisers information or closing papers), as one file
  - o Any other supporting information will be uploaded as a one file as applicable
- All signed, dated and sealed information must not be uploaded in a locked format. The plans reviewers must be able to notate and stamp all plans sets. Any locked information will be rejected.
- All revision submitted are required to be submitted with the following information:
  - o Additional Information/ Revision form (can be found on the city website, building division page)
  - o Narrative outlining changes
  - o All revisions, of plan sheets, must have all changes clouded or marked
- All required forms can be found by visiting our website at [LongwoodFL.or/169Building-Division](http://LongwoodFL.or/169Building-Division). Forms must be completely filled out, and uploaded as either a PDF or Word Doc.
- All permit package information, response to comments, and revision are required to be submitted through our online permitting system. Direct emails to plans reviewers, and permit specialist will not be processed, and you will be again directed to upload to the applicable permit in our online permitting system.