

## ELECTRONIC SUBMITTAL REQUIREMENTS

The following checklist has been created to assist with assembling electronic submittals successfully via the online permitting system, Accela Citizen Access (ACA) <https://ca.rcid.org/citizenaccess>, and to be used in conjunction with the "Permit Application Checklist" found on [www.rcid.org](http://www.rcid.org). Permit applications require three main documents: complete permit application, contract and construction drawings. Other documents may be required based on permit type. Permitting is per address: one permit application per address per contractor.

### GENERAL REQUIREMENTS FOR ALL ELECTRONIC SUBMITTALS

- All files must be in PDF format.
- The size of any individual electronic file cannot exceed 1000 MB.
- Every plan and document file must be named appropriately, have no special characters and be no more than 118 characters long (e.g., Architectural Plan Set, Plumbing Plan Set, Permit Application, Contract, Site Plans).
- Plans/documents shall be oriented properly with the top of the page always at the top of the monitor.
- Any file digitally signed will be automatically checked for a Third Party Certificate Authority (See the "Digital Seal and Signature Requirements" policy), whether it is required to be signed and sealed or not. For documents/files not required to have a digital signature, use the "Print to PDF" option on your computer to save the file without a digital signature (e.g. Permit Application, Contract, etc.).
- Electronic documents/plans shall be uploaded to the specific permit only. (Building plans are only uploaded to building permits, electrical drawings to electrical permits, etc.)

### BUILDING PLAN REQUIREMENTS

- Correct code reference must be placed within the first few pages:
  - 2018 EPCOT Building Code
  - 2018 EPCOT Accessibility Code
  - 2018 EPCOT Electrical Code
  - 2018 EPCOT Energy Efficiency Code
  - 2018 EPCOT Fuel Gas Code
  - 2018 EPCOT Mechanical Code
  - 2018 EPCOT Plumbing Code
  - Florida Fire Prevention Code, 7<sup>th</sup> Edition
- Digital signatures shall be placed once per file, not on every sheet.
- Initial and revised plans shall be in landscape orientation with page numbering at the lower right corner of each sheet.
- Plans shall be in TrueType font and Bookmarked. (This automatically creates a Table of Contents for sheet indexing.)
- Do not Lock the file in the security settings. RCID needs to apply approval stamps to the Job Copy and the lock prohibits that.
- All files must be flattened prior to uploading.
- Sheet ID numbers shall be unique and prefix characters shall be limited to a maximum of three (3). (Multiple plan sets for one permit cannot contain the same sheet number scheme. The Digital Plan Room cannot version sheets if duplicate numbers are used when the plans are combined electronically.)
- Sketches are not accepted. Changes shall be made to the plan set and submitted accordingly.
- Engineers shall provide required statement on digitally signed and sealed drawings per *Florida Administrative Code* 61G15-23.004
- Revised plan sheets shall be combined into one (1) digitally signed and sealed file. They should not be uploaded as individual files.

- Deferred submittals / delegated engineering and shop drawings shall not be uploaded with the initial permit application. These need to be uploaded under a separate Change Request application each and shall be uploaded as a complete set for each submittal. (Note: These do not get versioned in the Digital Plan Room.)
- Scanned engineered drawing sets are not acceptable. Contact the main RCID permitting line for further instructions.
- See the “Construction Documents Submittal Requirements” policy for specific requirements on the types of permits applied and the required drawings.

**Tips:**

- 1) For page numbering in the Digital Plan Room, when standard sheet IDs are not used, be sure to include correlating “0”s to the sheet ID: e.g., for a 100 page file, number sheets as 001, 002, 003, etc.; for a 1000 page file, number sheets 0001, 0002, 0003, etc. This will insure the Approved Job Copy will be created in the proper sheet order when saved.
- 2) Start sheet IDs with an Alpha Character to keep pages in proper order (e.g., A-101, A-102, S-101, S-102, etc.). Do not label with a number first (e.g. 1A-101, 1S-101, etc.) the sheets will not be maintained in the desired order.
- 3) If the plans do not have assigned sheet numbers (not prepared by an engineer or architect), create your own standard sheet numbering system for all submissions to keep track of pages for correct sheet versioning. Again it is critical for sheet IDs to maintain consistency throughout the life of a permit for proper sheet versioning in the DPR. As an example, use the following for sheet IDs:
  - Electrical plans: E-01, E-02, E-03...
  - Mechanical plans: M-01, M-02, M-03...
  - Plumbing plans: P-01, P-02, P-03...

**DOCUMENT TYPE PER FILE** (Correct Document Type must be selected for successful upload to the Digital Plan Room (DPR)):

Document Category	Samples of File Uploads (Does not consist of a 100% complete list.)	Digitally signed by a Third Party Certificate Authority*	Visible in the Plan Room – Plans Tab	Visible in the Plan Room – Documents Tab	Change Request
<b>Alternative Materials &amp; Methods</b>	Supplemental / Backup Information (Required)				X
<b>Application**</b>	Fully Executed Permit Application			X	
<b>Contract**</b>	Contract/PO/LOI, Change Order			X	
<b>NOC</b>	Copy of county-recorded Notice of Commencement (NOC)			X	
<b>Building Plans**</b>	(Includes Threshold Inspection Plans)	X	X		X
<b>Energy Calculations</b>		X (If applicable)		X	
<b>Other Calculations</b> <small>Tip: Do not use for Building permits</small>	<ul style="list-style-type: none"> <li>(Includes Swimming Pool Forms)</li> <li>Hydraulic Calculations</li> </ul>	X (If applicable)		X	X
<b>Structural Calculations*</b>		X		X	X
<b>Correspondence</b>	<ul style="list-style-type: none"> <li>Elevator Affidavit of Code Compliance</li> <li>Narrative</li> <li>Miscellaneous / General Information</li> </ul>			X	
<b>Approved Master Plans</b>	Master Plan AJC for use only when referencing a MP number on a permit		X		
<b>Shop Drawings*</b> <small>Tip: If calcs &amp; shop drawings are in the same file, upload under Shop Drawings</small>	<ul style="list-style-type: none"> <li>Delegated Engineering</li> <li>Elevator drawings and layouts</li> <li>Fire Alarm/Fire Sprinkler As Builts</li> <li>Florida Product Approval</li> <li>Window, door, storefront, light gauge metal framing, cold formed metal framing, etc.</li> </ul>	X (If applicable)	X		X
<b>Site Plans*</b>	Dimensions and Scale Required	X (If applicable)	X		X
<b>Special Inspection Reports</b>	<ul style="list-style-type: none"> <li>Flow Test Report</li> <li>Millage Reports</li> <li>NFPA Forms</li> <li>Pool Verification Entrapment Form (VGB)</li> <li>RCES Air Emission/Storage Tank Document</li> <li>Soils Report</li> <li>Start Up Reports</li> <li>Termite Treatment Certification</li> <li>Test &amp; Balance Reports</li> <li>Threshold Inspection Reports</li> <li>Welding Certificates</li> </ul>			X	
<b>Specs / Project Manuals*</b>	<ul style="list-style-type: none"> <li>Engineer of Record (EOR) Approved Submittals</li> <li>Geotechnical Reports (digitally SnS)*</li> <li>Manufacturer's Literature</li> <li>Product Data Sheets</li> <li>Project Manuals</li> <li>Roof Submittals</li> <li>Utility Permit (UP)</li> </ul>			X	X

\* See "Digital Seal and Signature Requirements" policy on <https://www.rcid.org/doing-business/building-department/>

\*\* Minimum document required on most permit application submittals.