



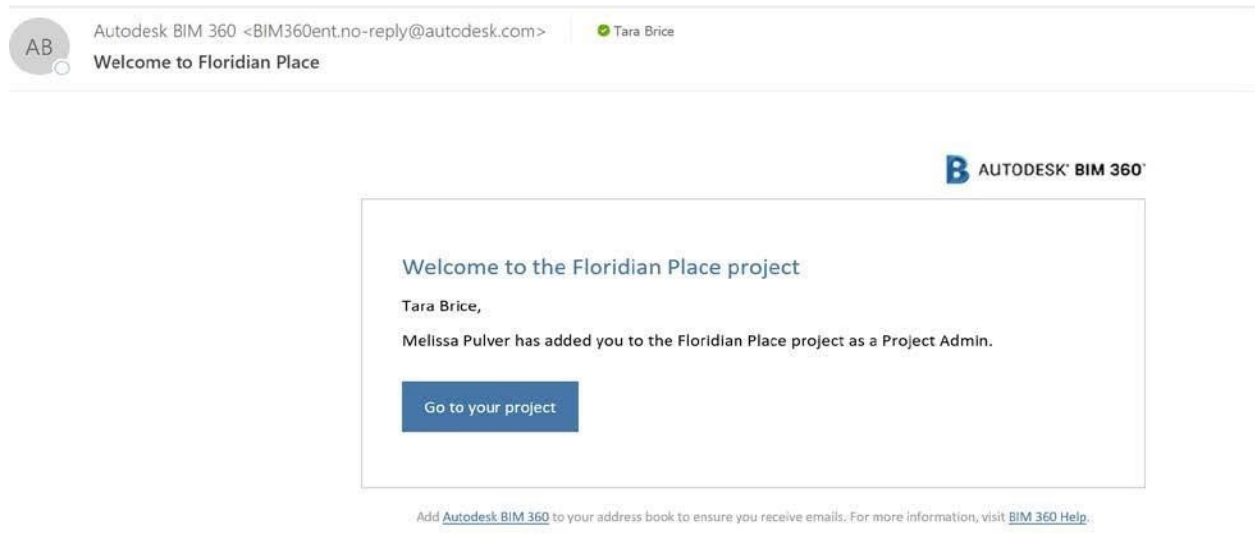
## **APPLICANT GUIDE TO ELECTRONIC REVIEW**

This document is intended to guide Applicants through the process of using Autodesk® BIM 360® to apply for permit review from the Central Florida Tourism Oversight District Planning and Engineering Department. Please read this document carefully before submitting your first application.

## INTRODUCTION

In order to offer applicants the convenience of electronically submitting projects to Central Florida Oversight District (CFTOD) Planning and Engineering for review, CFTOD has instituted a process that uses Autodesk® BIM 360® (BIM 360). This cloud-based software solution is intended to improve the efficiency of CFTOD reviews, centralize and securely exchange project information, and allow applicants to submit documents to CFTOD electronically.

BIM 360 is available in various forms (e.g. web interface, mobile version, etc.) and provides the most user-friendly access to projects and their associated files and information.



From this invitation, sign in to your BIM 360 Docs account using your Autodesk ID, which is a combination of your username and password. This ID gives you single-sign-in access to multiple Autodesk sites. If you do not have an Autodesk ID, then you will need to create one before signing in. For Future sign in, use web address: [docs.b360.autodesk.com](https://docs.b360.autodesk.com)



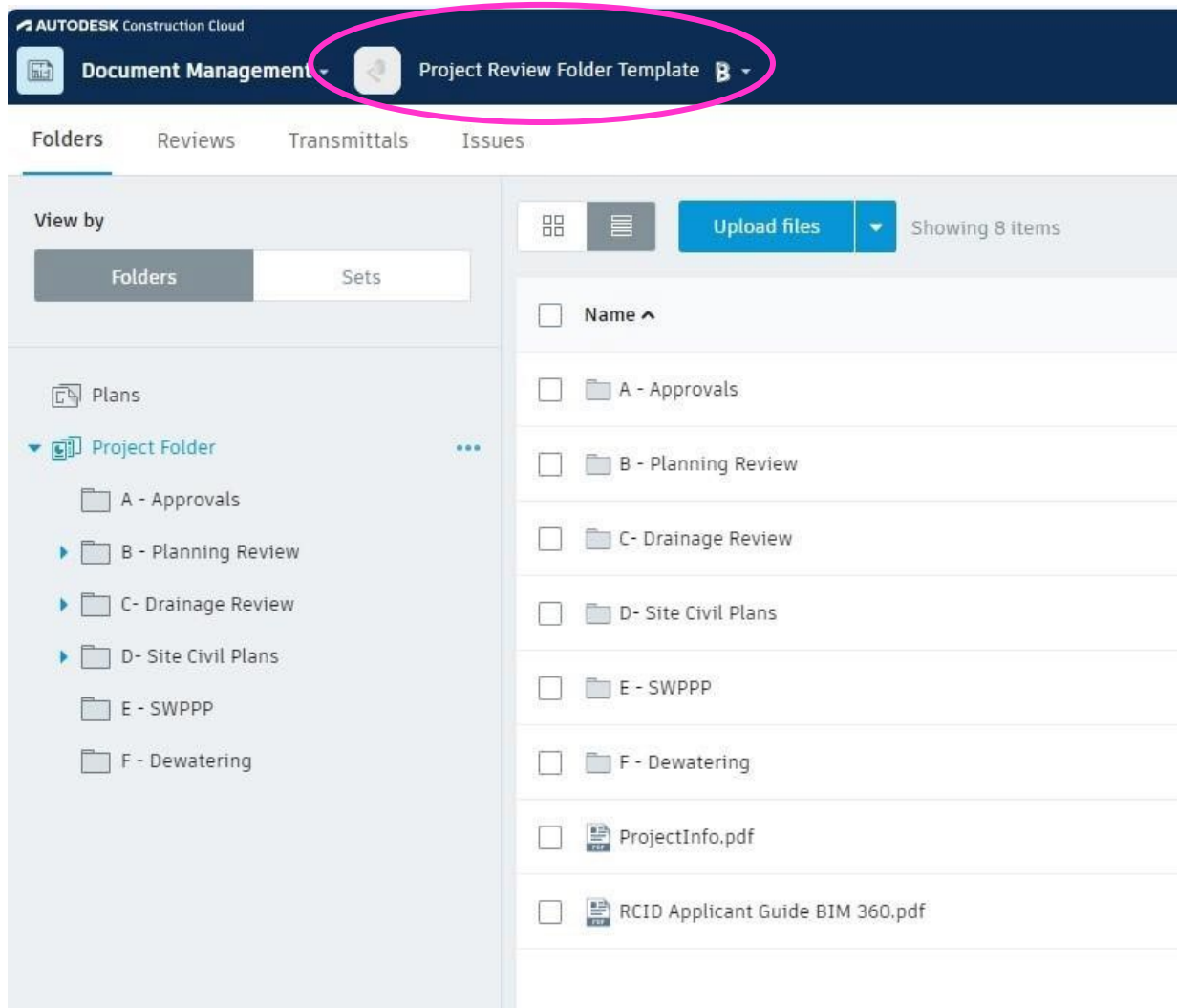
# THE PROJECT INFORMATION FORM

Before submitting an application for review the applicant must complete a Project Information Form. This single page form provides CFTOD with the basic information needed in order to open a project in BIM 360. In order to obtain a blank form the applicant may visit the CFTOD website to download a copy or contact the Planning and Engineering Department to have one sent via email.

This form is called *ProjectInfo.pdf* and it is critical that the name of the form not be changed. Information requested on this form includes the name of the project, the type of project, contact information for the project manager, the location of the project, and its size.

## PROJECTS

Applicants will provide CFTOD with the name of the project to be opened in BIM 360. Projects in BIM 360 appear in the top of the page to the right of CFTOD. The project is used to store all information related to the project that is being submitted to CFTOD (e.g. folders, files, project plans, communications, etc.). Each project is a separate entity and therefore it is vital to ensure that all work on a particular project submitted to CFTOD is performed within its corresponding BIM 360 project.



# PROJECT PERMIT REVIEWS (SFWMD, PLANNING, SITE CIVIL, SWPPP, AND DEWATERING SUBMITTALS)

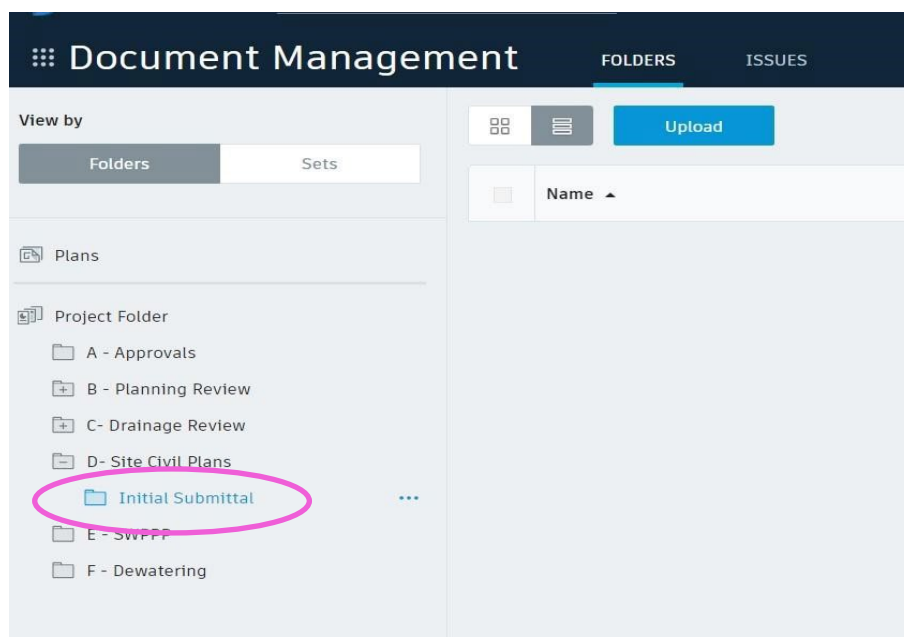
This section explains how to apply for the following permit reviews: SFWMD Permit, Planning Approvals (Concurrency, Consistency, Site Plan, Landscape and Irrigation), Site Civil Approvals, SWPPP Approval, and Dewatering Approval.

Once your project folder is opened, you will submit your construction plans into the “D- Site Civil Plans/Initial Submittal” folder under your project folder. Projects that are being reviewed for Right of Way permitting will be setup with its own folder with the Prefix 0000 in the project name. Please see the Right of Way Permits section of this document for instructions on how to apply for a Right of Way Permit.

Planning and Engineering will review the plans and identify what permits you need from this department (i.e. SFWMD Permit, Site Civil Permit, SWPPP, dewatering, right of way, planning) by issuing a Permit Checklist. This Permit Checklist document will be sent to you in response to your initial submittal. Once you receive the permit checklist you can begin making submittals into your project folder for review. Please make sure you submit your application documents to the appropriate folder:

- SFWMD application to the C- Drainage Review/a-CFTOD Review folder
- Site Civil Review documents to the D- Site Civil Plans Folder
- Planning (Site Plan/Concurrency/Consistency/Landscape & Irrigation Plans) Review documents to the B-Planning Review Folder
- SWPPP Narrative and Draft NOI Application to the E-SWPPP Folder
- Dewatering Application to the F- Dewatering Folder

**Please make sure you send a notification to Planning and Engineering to notify us of your submittal (Steps on how to notify are listed below in this document). If you do not notify us, P&E will not know a submittal has been submitted and your review will be delayed.**

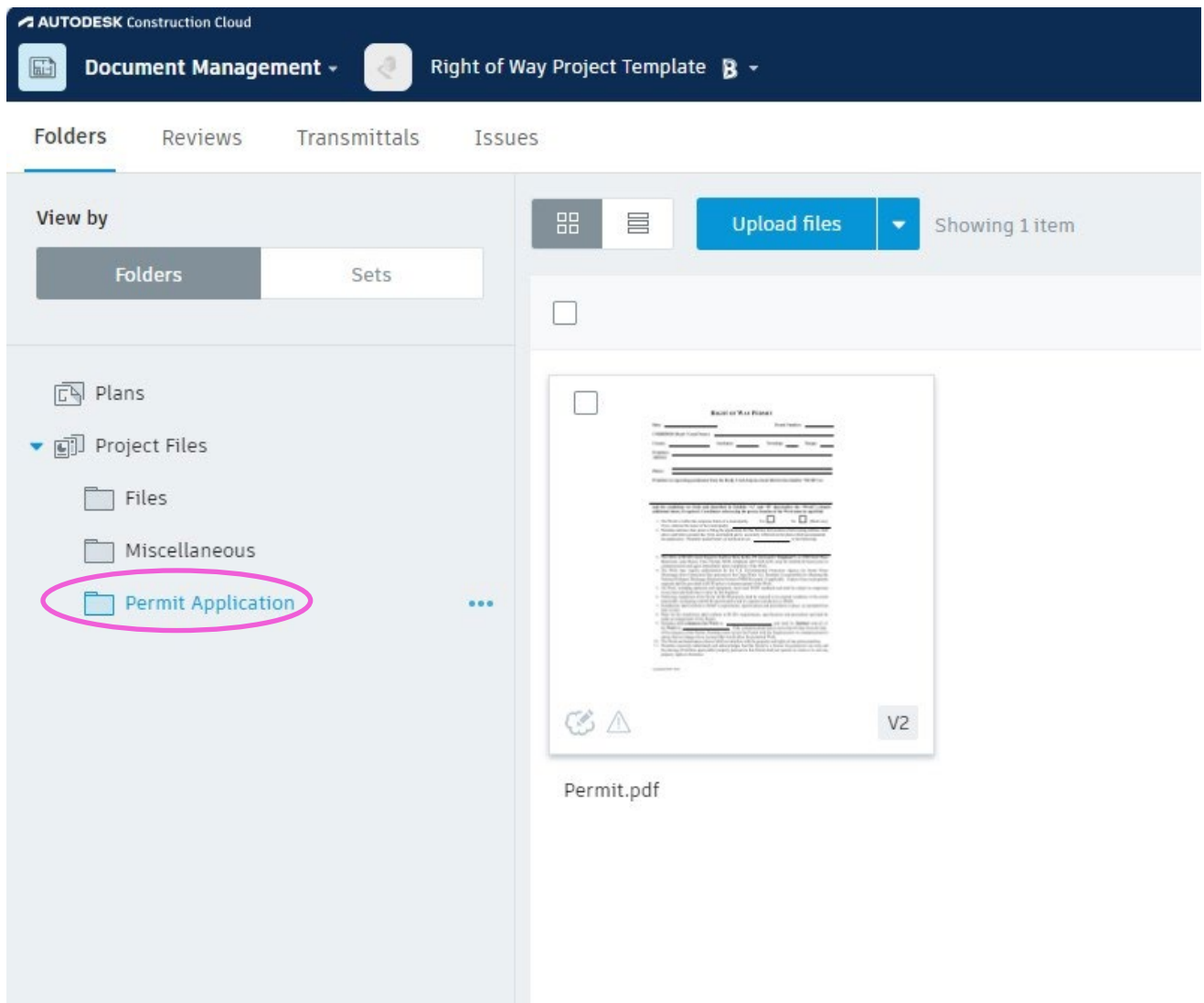


# RIGHT OF WAY PERMIT REVIEWS

## Files in Support of Right of Way Permits

This section explains how to apply for a Right of Way Permit which is required for the following activities: work on CFTOD owned land, hauling on CFTOD owned roads, parades or marathons on CFTOD Roads or on CFTOD owned land, etc.


The permit application is named *Permit.pdf* and is under the Permit Application folder of the BIM 360 project. The applicant shall download this file and complete it electronically before uploading it back to the Permit Application folder of the BIM 360 project. Please upload into the Project Files Folder any supporting documentation with your permit application (i.e. map of haul route).

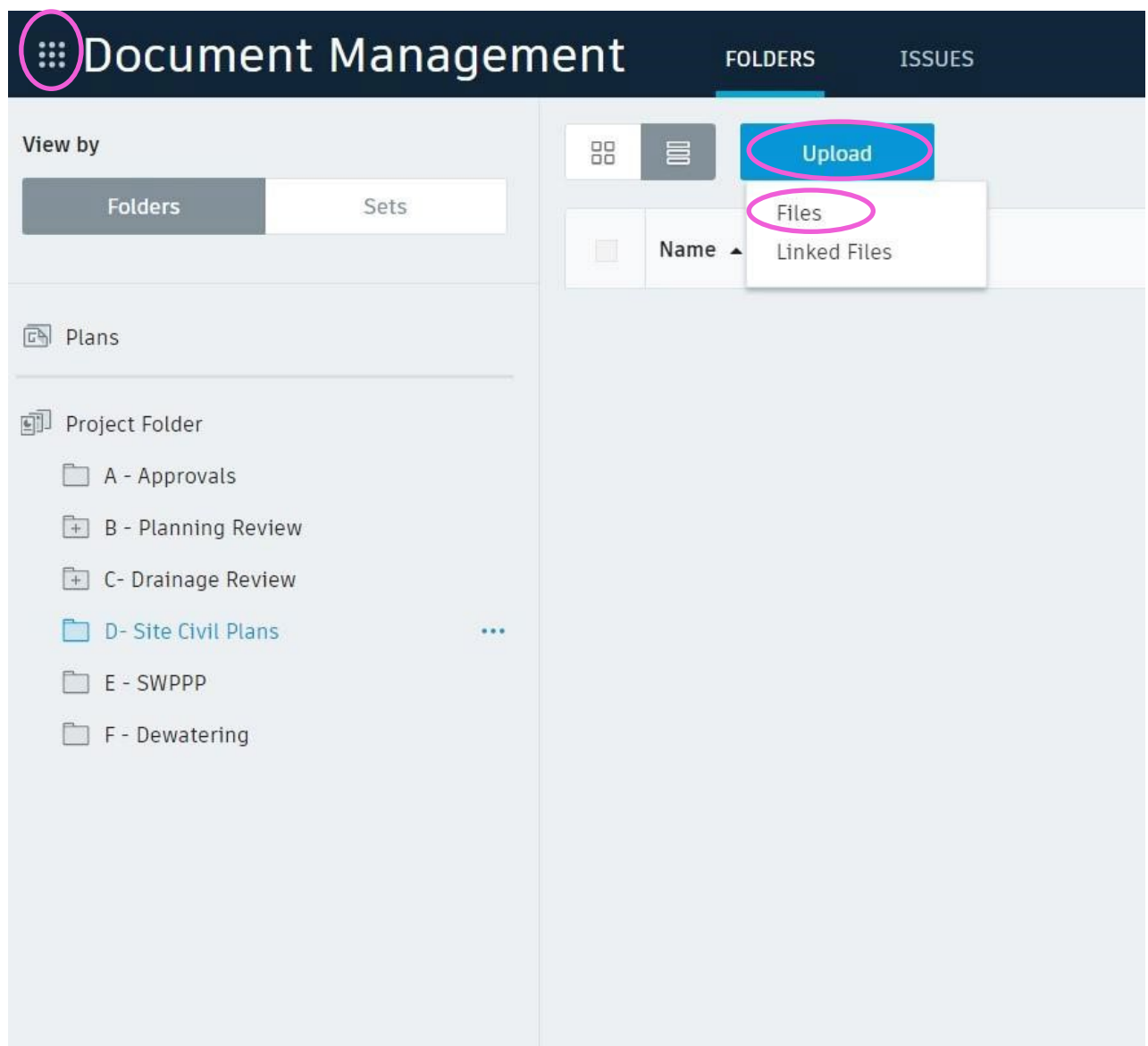


## Uploading a File to BIM 360


Once the applicant has prepared the file(s) needed to make up a complete submittal to CFTOD, ensured that the file(s) use the correct file format, and that the file(s) are properly named the file(s) can be uploaded by following these steps:

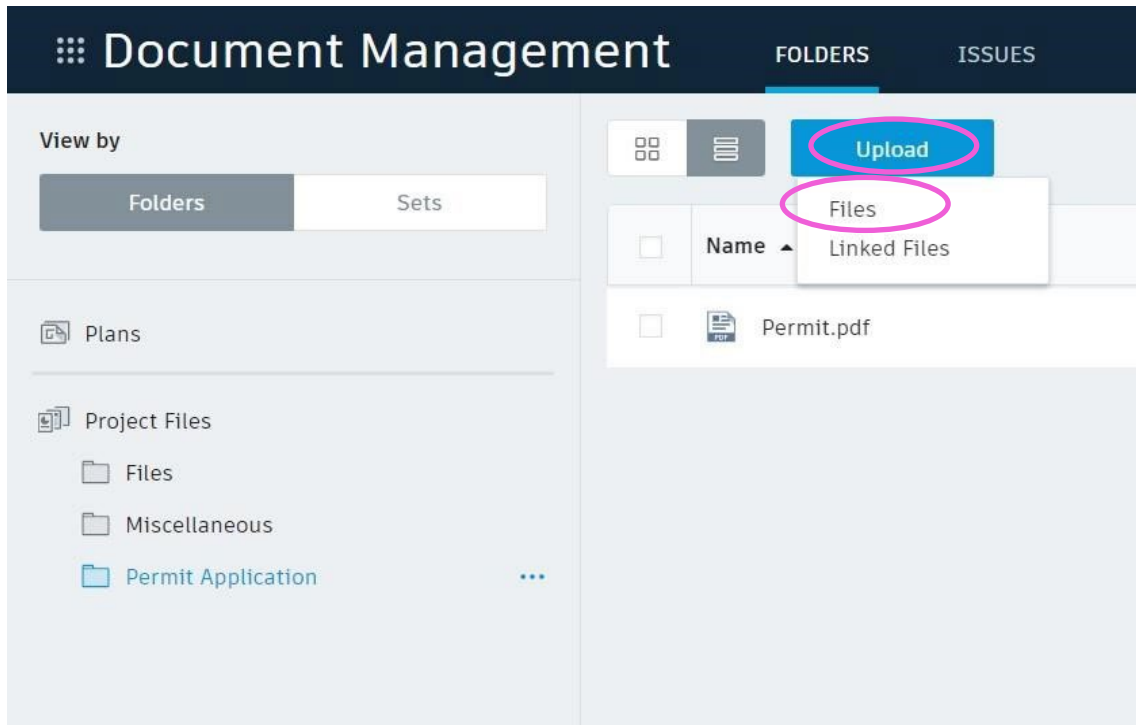
### Upload to Project Folder

1. Make sure you are in the Document Management Module. If you do not see **Document Management** at the top, please click  the Module Selector ► Document Management.
2. In the Folder Tree, select D- Site Civil Plans Folder.
3. Click Upload Files and select a file. Alternatively, drag and drop a file onto the required folder.  
Note: To select multiple files, press Shift+Click or Ctrl+Click.
4. Optionally, select Add Files and choose additional files for upload.



## Upload for Right of Way Application Permit:

1. Make sure you are in the Document Management Module. If you do not see **Document Management** at the top, please click  the Module Selector ► Document Management.
2. In the Folder Tree, select Permit Application Folder.
3. Click Upload Files and select a file. Alternatively, drag and drop a file onto the required folder. Note: To select multiple files, press Shift+Click or Ctrl+Click.
4. Please upload into the Permit Application Folder any supporting documentation with your permit application (i.e. map of haul route).



## NOTIFYING PLANNING AND ENGINEERING OF A SUBMITTAL

In order to keep the entire project team abreast on the status of the review CFTOD uses a notification system by selecting the Issues Tab in the Document Management Section of BIM 360. This section is easy to use and the information provided clearly documents submittals, requests for additional information (RAI), approvals, and general correspondence between all members of the project team regarding the status of this project. For this reason, it is critical that the applicant use this form when:

- Making the initial submittal,
- Submitting additional information to CFTOD (response to RAI),
- Submitting construction plan amendments/bulletins/changes,
- Corresponding with CFTOD staff, and
- Submitting as-built documents to CFTOD.

You will need to create a new issue for every new submittal made. All open issues will appear to be orange. All answered issues will be blue. ***Issues are not to be closed.***

In the Document Management module:

1. Select **“Issues Tab”**.

2. Click Create issue



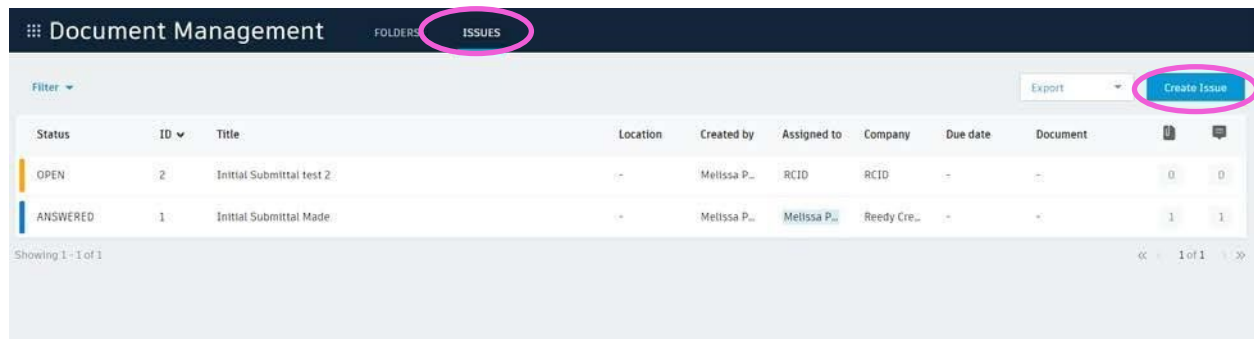
Please specify the type of submittal i.e. SWPPP or Dewatering

3. Enter the Title of Initial submittal and date. (*Titles can be Initial Submittal, Response to RAI, Amendment/Revision Submittal, etc.*)

4. Optionally, Enter details into the **“Description”** about the item

5. Under **“Assign To”** use the drop-down menu to select **“Company CFTOD”**. This will send an email to CFTOD Planning and Engineering to notify us an initial submittal has been made. When responding to a RAI, you can select specifically the CFTOD Reviewer’s name of who you are responding to.

6. Click **“Create”**.



The screenshot shows the Document Management interface. The 'ISSUES' tab is selected and circled in pink. A 'Create Issue' button is also circled in pink. Below the navigation bar is a table with the following data:

Status	ID	Title	Location	Created by	Assigned to	Company	Due date	Document		
OPEN	2	Initial Submittal test 2	--	Melissa P...	RCID	RCID	-	-	0	0
ANSWERED	1	Initial Submittal Made	+	Melissa P...	Melissa P...	Reedy Cre...	-	-	1	1

Showing 1 - 1 of 1



Add New Issue ×

**Status \***  
Open

**Title \***  
Initial Submittal 10.10.2018 Please be specify type of submittal

**Description**  
Optional: Enter a description of your submittal.

---

**Assign To**  
Select User, Role or Company

**Location**  
Enter Location

Create another Cancel **Create**

8.

## Create New Issue

**Assign To**

Search...

**User**

- Samuel Duhs  
CFTOD
- Sandra Morales  
CFTOD
- Tim Stanford  
CFTOD

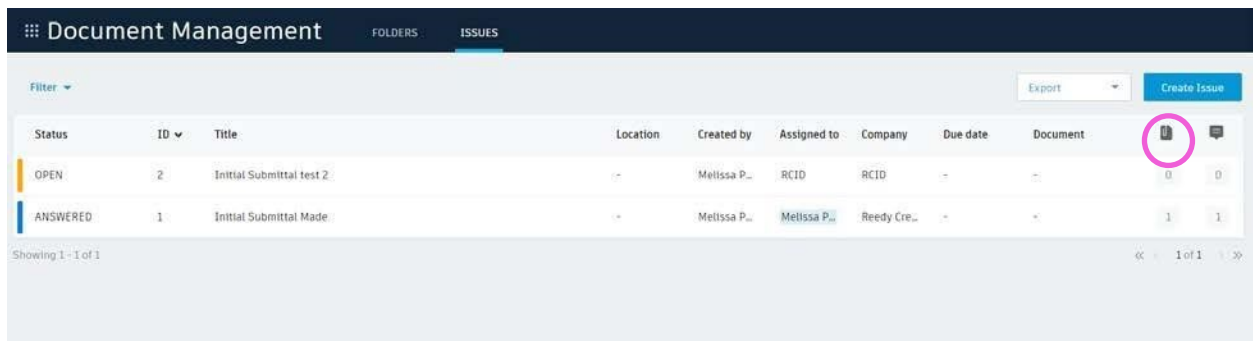
**Company**

- CFTOD

## Linking Project Files

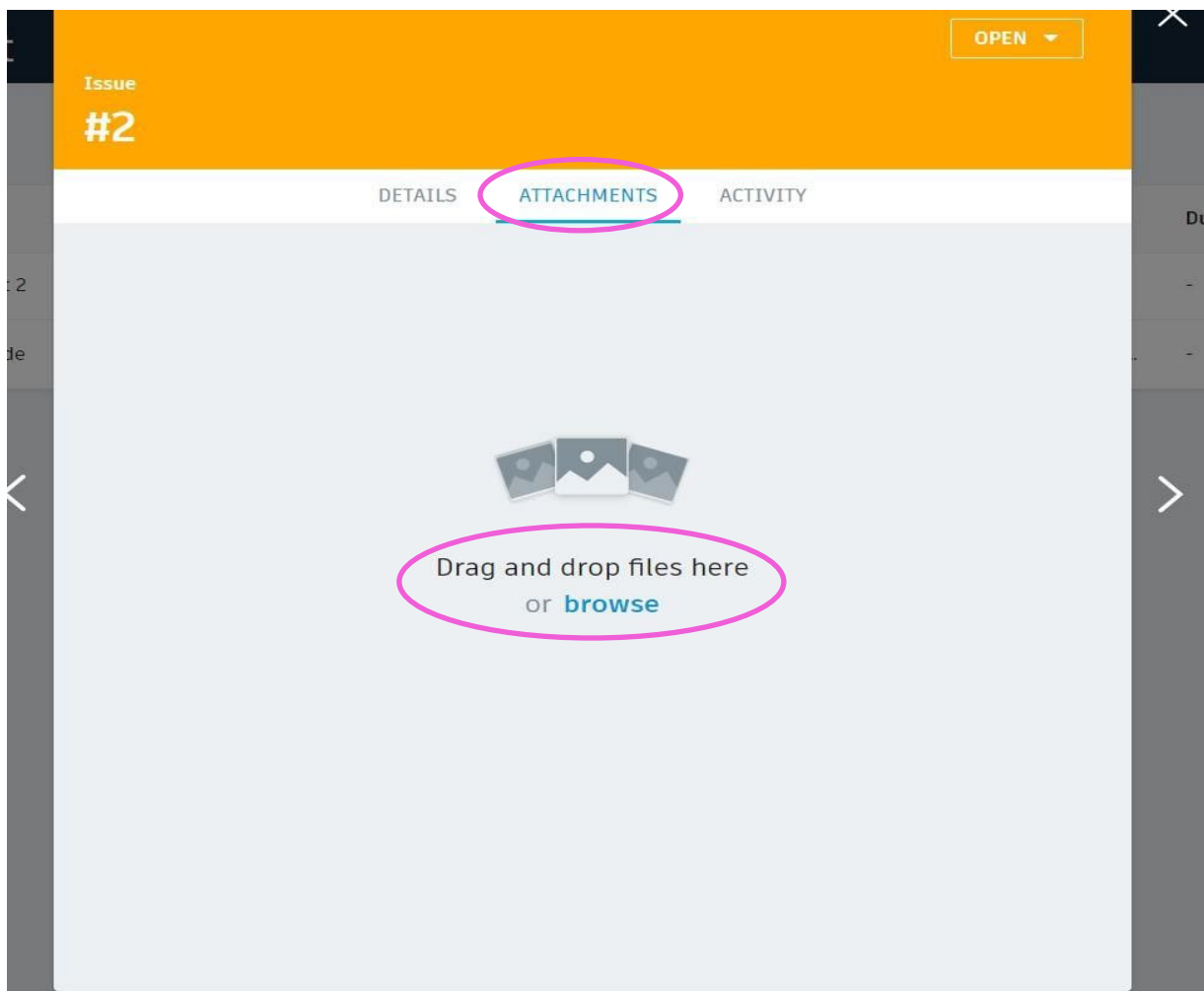
You will see your Initial Submittal Notification Listed under the Issues Tab.

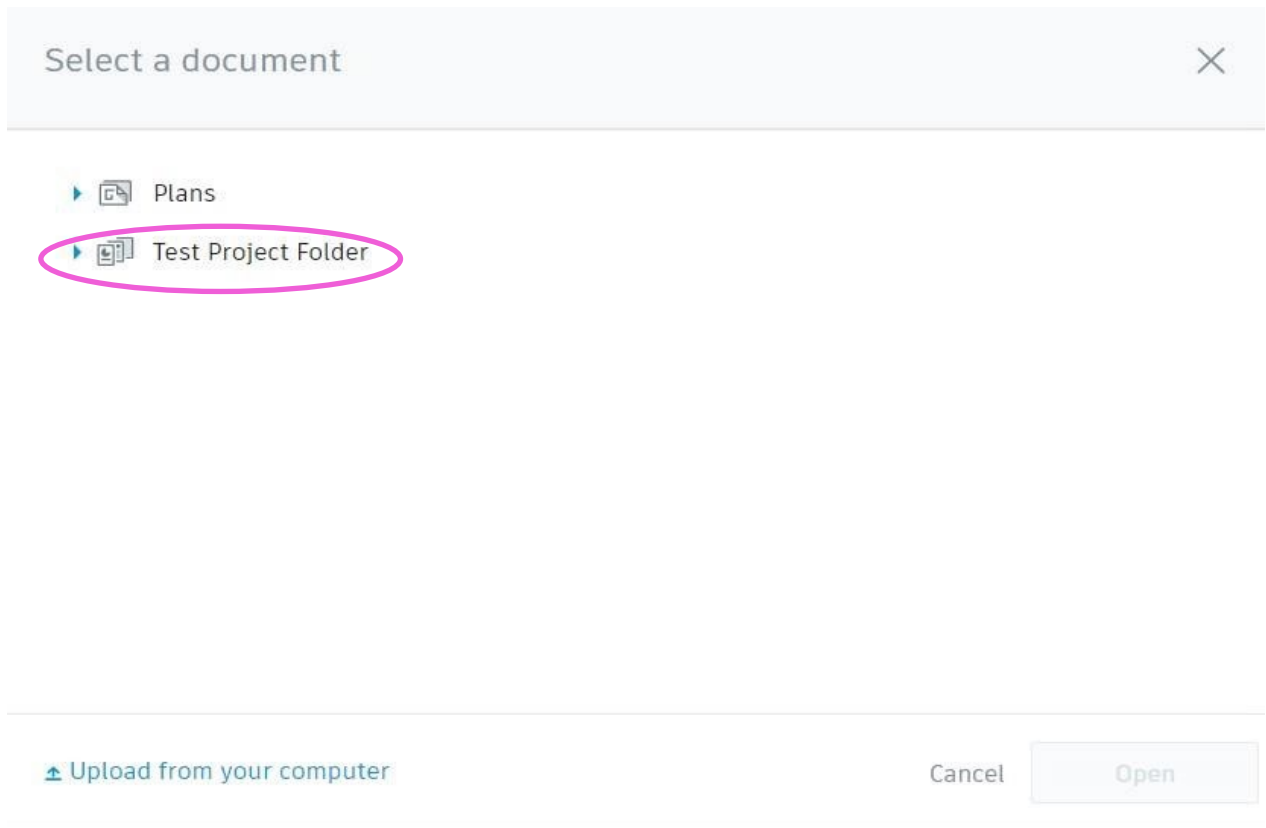
1. Click the **Attachments Button** of your notification. This will open your notification.



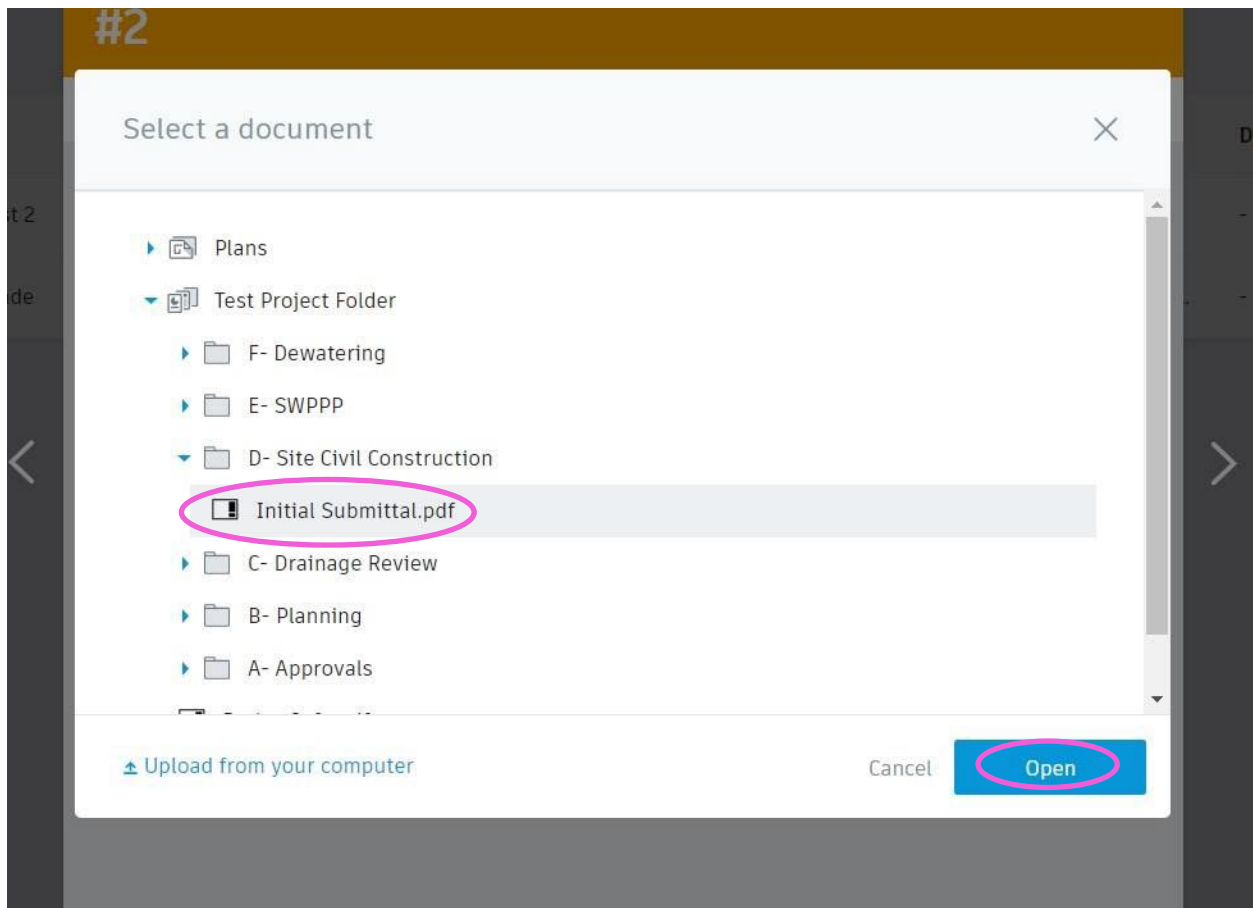
2. Select Attachments

3. Select **Browse**. This will allow you to link the document you uploaded from the project tree

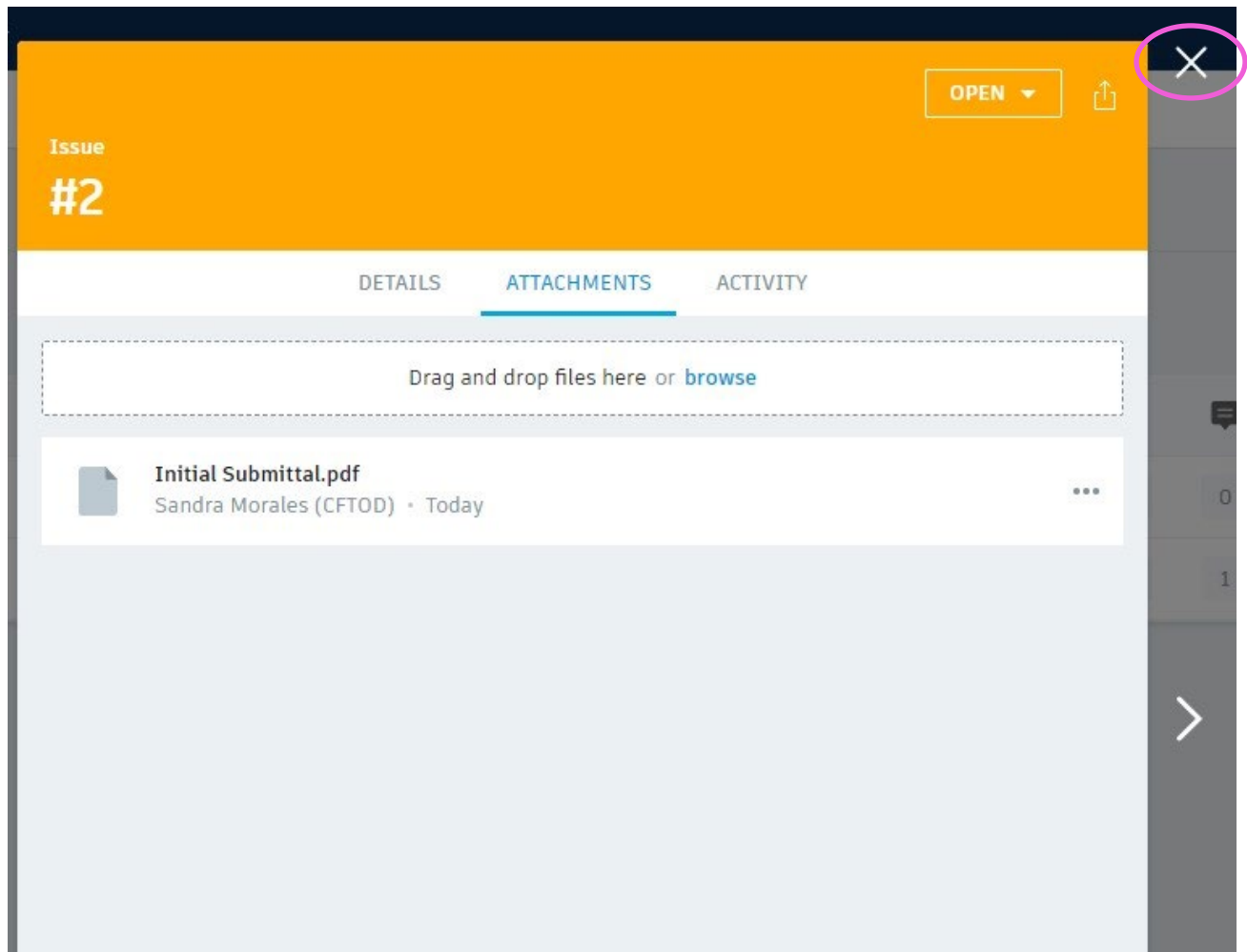




4. Select the document from the folder you uploaded to. Click **Open**.



5. The next screen will show the attachment. Select **X** at the top of the screen to close it.



Congratulations on making your submittal to CFTOD Planning and Engineering! We will begin our review and provide comments.

## **SUPPORT**

If, after reading this guide, you need further assistance please contact CFTOD Planning and Engineering by telephone at 407.828.2250 for support. As stated earlier, BIM 360 is available in many forms and CFTOD recommends that every applicant use the Autodesk® BIM 360® web based application in Google Chrome.