

## CONSTRUCTION PLAN REQUIREMENTS

Lake County is refining the plan review process to coincide with the enforcement date of the 2004 Florida Building Code. The changes in plan submittal format are required for scanning of records or electronic review and record keeping. These changes are intended to improve the quality of records and speed the plan review process.

### BUILDING CONSTRUCTION PLANS

#### 1. Paper Plans

Only a single set of sealed plans will be required. Up to three additional sets of plans may be submitted, if desired. When plan review is successfully completed, the scanned plans will be returned to the permit holder for use by the building inspector as "Reviewed Plans".

1. All plans shall be submitted in a black on white format.
2. All pages shall be legible and easy to read per Florida Building Code, Section 106.1.1.
3. Plans shall be a minimum size of 11" x 17" and a maximum size of 24" x 36", unless accompanied by a CD. (See Item No. 2) Supplemental information may be on 8 1/2" x 11" sheets.
4. The 11" x 17" sheets shall be scaled no less than 1/8" = 1' for legibility. Font size and style should be selected that will allow easy reading when reduced or copied.
5. "Sealed pages" shall have a raised seal and a wet seal (printed seal) on every "sealed page" for scanning of documents.
6. "Flipped plans" shall only be acceptable when all pages are legible and readable with additional reversed pages also being submitted only for foundation, floor plan and a truss layout. Only those three pages may be mirrored.

#### 2. Plans Submitted on CD or Electronically and Accompanied by Paper Plans

1. The paper plans submitted, in conjunction with a CD or electronic submittal, are not required to be sealed by the engineer of record and are ONLY for office use. Final copies shall be properly sealed following the requirements listed above.
2. Electronic formatted plans shall be in a PDF format and follow all requirements listed below for electronic plans.

#### 3. Plans Submitted Electronically

1. Plans to be reviewed electronically shall submit with the permit package a properly signed Form BF50, "Electronic Plan Review Communication Authorization".
2. Plans and accompanying documents shall be in PDF format.
3. Every page shall be "bookmarked" with the same indexing system provided on the cover sheet.
4. When reviewed plans are completed, they will be digitally stamped and returned to the engineer of record for printing and the application of the required raised seal.
5. The engineer shall print a set of plans to the standards listed above
6. The properly sealed set of plans shall be brought to the office when a permit is issued and will be marked for the building inspectors as "Reviewed Plans."

#### 4. Additional Permitting Requirements

1. All additional information submitted on paper must meet the above requirements for clarity and legibility.
2. Faxed copies of poor quality shall be returned as not acceptable.
3. Other documentation requirements may be explained by permit specialist and are also available in several informational brochures.

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