



# LAKE COUNTY

DEPARTMENT OF  
GROWTH MANAGEMENT  
*Building Services Division*

## Electronic Plan Review Submission Guidelines

In our continuing effort to improve the building permitting process, Lake County Building Services offers the option of electronic submission of building plans. This process is strictly optional, however it will likely speed up the review and permitting process.

**Those opting to use the Electronic Submittal must first contact our office to inform us of your intentions; please specify if it will be a “full electronic submittal” (no paper copy of the construction plans and construction documents), or “partial electronic submittal” (which includes the construction plans on disc and one set of paper plans and/or the other construction documents on paper.) We will provide information on the use of our FTP site at this time. Please verify with the permitting specialists what other required documents can be accepted in .pdf format.**

- Electronic Plans may be submitted on disc. **All digital files shall be in .pdf (Portable Document Format) format. Any files submitted that are not in .pdf format will not be accepted.**
- All .pdf files shall be submitted on one compact disc (CD) with the disc and sleeve/case properly labeled with the contractors' name, telephone number, and project address. It is important to label both the disc as well as the sleeve/case.
- All construction plans, product approvals, project manuals and energy calculations shall be submitted electronically in .pdf format.
- All sheets shall be properly oriented so that the top of the page is always at the top of the monitor and the pages must be set to landscape.
- The cover sheet for the construction plans shall be indexed to correspond with the order of all pages submitted. This index should use the same names, page numbers and order of the actual paper plans.
- Each page shall contain a minimum 2" x 4" space in the title box for the Lake County Building Services approval stamp. This space must be in the same location on each page.
- All architectural, structural, mechanical, electrical, and plumbing plans shall be in one file so that the plans examiner may scroll through the file and have the ability to view all pages without opening another file. In the case where there are different design professionals for each discipline, the architectural, structural, mechanical, electrical and plumbing plans may be in separate files as long as all sheets for each discipline are contained in a single file.
- Each submitted .pdf file shall include bookmarks that will clearly identify each sheet in the file. Bookmarks shall have the same name as the cover sheet index.

Example of Bookmarks:

COVER:	CS-1 Cover Sheet
SITE:	CS-2 Site plan
ARCHITECTURAL:	A-1 First Floor Plan A-2 Second Floor Plan A-3 Exterior Elevations
STRUCTURAL:	S-1 Foundation Plan S-2 Roof Framing Plan
MECHANICAL:	M-1 Duct Layout M-2 Equipment Specs
ELECTRICAL:	E-1 Power Plan E-2 Lighting Plan
PLUMBING:	P-1 Plumbing Plan

- The design professionals will be required to set the scale of their drawings to no less than 1/8" = 1'- 0" and print legibly on 11" x 17" paper. It is critical that this format be followed; there may be cases where a plans examiner will need to print the plans during the review process. The font must be readable when printed or photocopied; no bold or thick fonts will be accepted.
- The security options selected by the design professional shall allow the plans examiners to mark up digital documents, create notes, and to insert/remove sheets to create a complete set of plans.
- It is necessary for all re-submittals to be in the same format as the original submission. Revisions to the construction plans must be indicated by clouding and deltas, with a narrative in the title box. A letter from the design professional addressing the plans examiners' comments, item by item, is required to accompany all re-submittals.
- Upon successful completion of the plan review process, the plans examiner will "stamp" the file electronically. This will create an image on each sheet of the plans that indicates the plans have been reviewed for compliance with the Florida Building Code. These plans will be saved as read-only and set to print with the stamp. Approved plans will be uploaded to the Lake County Building Services ftp site to be retrieved by the design professional, or the design professional can contact our office about saving the approved construction documents to disc. The design professional will then print the approved plans and sign and seal them. The applicant will be required to bring the signed and sealed approved construction plans and documents to our office at the time the permit is to be issued. Our plans examiners will verify authenticity and these plans will be stamped with a "Plans for Inspector's Use Only – Must be on Jobsite for Inspection" stamp; these plans shall be at the job site for construction and inspector's use. The size and dimension of the print out shall be such that it is legible and readable. Plans shall be printed on paper a minimum of 11" x 17" in size, with other construction documents being on 8½" x 11" or larger. A "No Change Authorized" form will be signed at permit issue and scanned to the permit record.