



Office of Building Services

Construction Plan Submittal Requirements

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The plan submittal format is required for electronic review and record retention. The information below is intended to improve the quality of our records and speed up the plan review process.

1. Paper plans

Only a single set of signed and sealed plans will be required; up to two sets of plans may be submitted.

- a) All plans shall be submitted in a black on white format.
- b) All pages shall be of sufficient clarity per Florida Building Code, Section 107.2.1.
- c) Plans shall be a minimum size of 11" x 17" and a maximum size of 24" x 36". Supplemental information may be on 8 1/2" x 11" sheets.
- d) The sheets shall be scaled no less than 1/8" = 1' for legibility. The font shall be a minimum size of 10 (3/32") and style should allow easy reading when reduced or copied.
- e) Sealed pages shall have an original hand signature and a raised or wet seal from the Florida registered design professional.

Reviewed construction documents will be available for pick up in office at the time of permit issuance. The reviewed construction documents are required to be placed on the job site during construction and inspections.

2. Electronically submitted plans

Please note: All documents, construction plans, product approvals, project manuals and energy calculations shall be submitted electronically in pdf format.

- a) 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.
- b) The cover sheet for the construction plans shall contain an index to correspond with the order of all pages submitted. This index should use the same names, page numbers, and order of the actual plans.
- c) All architectural, structural, mechanical, electrical, and plumbing plans shall be in one file so the plans examiner is able to scroll through the PDF and have the ability to view all pages without opening multiple files. PDF portfolios will not be accepted.
- d) 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 |

- e) 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.
- f) All plans shall be submitted in a black on white format to insure easy electronic viewing and printing.
- g) The security options selected by the design professional shall allow the plans examiners to mark-up digital documents, create notes, and apply digital signatures. The digital documents must be unlocked and shall not be certified.
- h) As part of the online permitting process, an architect or engineer must be able to digitally/electronically sign their plans for a single-family dwelling unit, commercial structure, site plan or preliminary plat. The specific digital signature requirements for engineers and architects can be found in the Florida Administrative Code 61G15-23 and 61G1-16.
- i) For your convenience, below is a sample list of companies that create digital/electronic signatures that meet the requirements of the Florida Administrative Code (FAC). Please ensure, with the company you choose, that the specific requirements of the FAC will be met; also, that the digital/electronic signatures are usable on PDF documents, as we will only be accepting PDF documents for online permitting/submittals.
 - o Entrust - Securing Digital Signatures and Identities
<http://www.entrust.net/adobe-cds-certificates.htm>
 - o GeoTrust
www.geotrust.com
 - o ARX CoSign
www.arx.com
 - o GlobalSign
www.globalsign.com
 - o Chosen Security
www.chosensecurity.com

Be advised that Lake County does not endorse any of the companies listed, nor has Lake County thoroughly researched the qualifications of these companies; they are listed as a helpful tool in your process of obtaining a digital/electronic signature.

Reviewed construction documents will be saved as read-only and available for download via the OPRS portal at the time of permit issuance. The stamped documents are required to be printed and placed on the job site during construction and inspections. The size and dimensions of the printout shall be the same size as the submitted drawings.

The information noted below is required for paper and electronic submissions.

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 written response from the design professional/contractor addressing the plans examiners' comments, item by item, is required to accompany all re-submittals.

If you have questions, please call the Office of Building Services at 352-343-9653 or email permitting@lakecountyfl.gov.