

**HILLSBOROUGH COUNTY  
BUILDING SERVICES DIVISION**

Policy No. 02-008  
Issue Date: February 1, 2008  
Effective Date: February 4, 2008  
Supersedes: February 10, 2006

**Electronic Submission of Building Plans**

**Subject:** Electronic Submission of Building Plans

**Purpose:** To outline the procedure for the electronic submittal of building plans for review

**Policy Statement:**

As progress is made toward refining the building permitting process, the following description shall serve as the guideline for the submittal and processing of building permit applications and plans to be submitted in electronic format. This process is strictly optional. However, usage of this option will likely reflect more efficient permit processing time resulting in faster permit turnaround. The process described below is Phase II of our effort toward digital submittals.

**ELECTRONIC PLAN AND APPLICATION SUBMITTAL**

- **All digital files shall be PC compatible. All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 7.0 or earlier.**

**SUBMISSION REQUIREMENTS**

- An engineered, site-specific site plan shall be submitted along with a building permit application.

**One (1) Compact Disc (CD)** is required to be submitted and set up as follows:  
Contents of disc must be separated into **four (4) separate files:**

Mandatory requirement to **label each .pdf file** as indicated below:

*File A: "Engineer Plan.pdf"*  
*File B: "Building Plan.pdf"*  
*File C: "Energy Forms.pdf"*  
*File D: "Approved Options.pdf"*

**File Descriptions:**

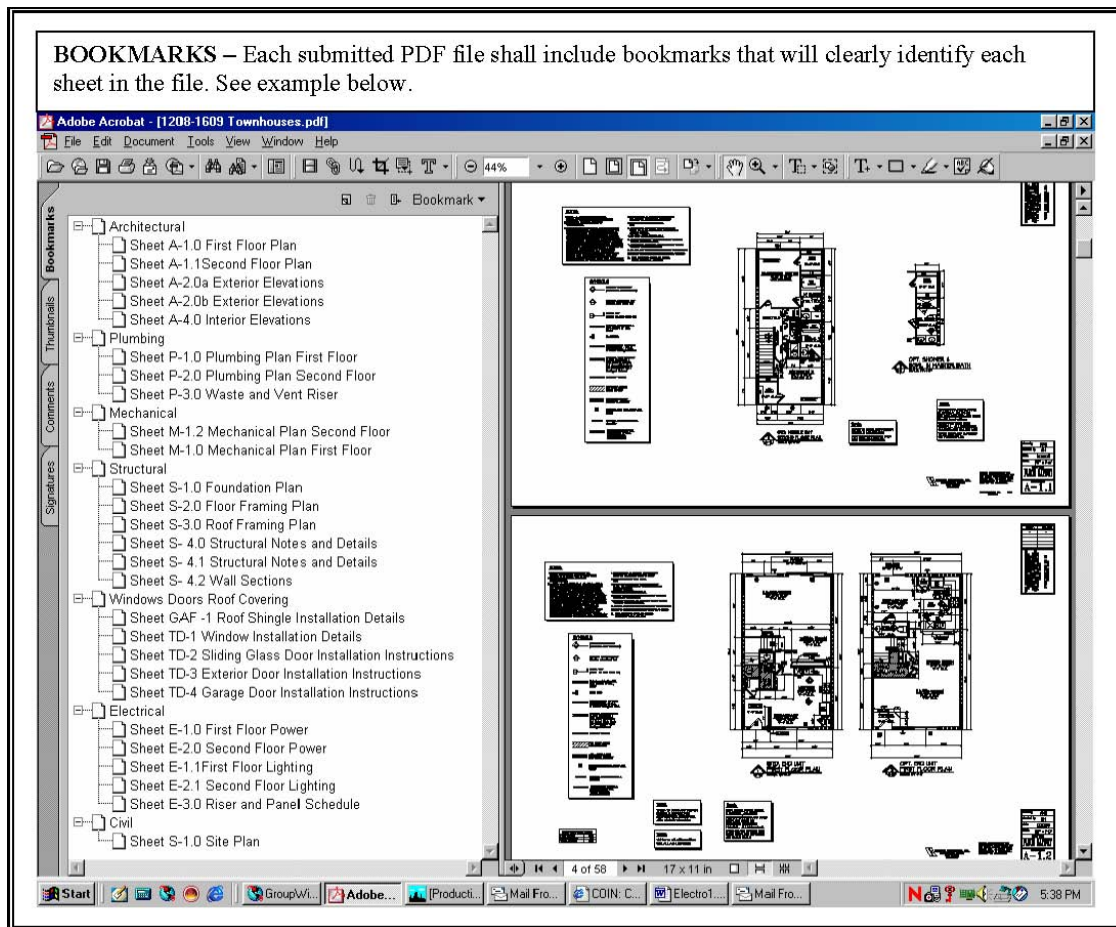
**File A "Engineer Plan"** will contain a complete set of architectural plans, details and all required attachments. File A will be the original digitally signed and secured engineered plans. Engineer will secure document to ensure no changes or modifications except printing.

**File B "Building Plan"** will contain a complete set of architectural plans, details and all required attachments. File B will be unsecured and unsigned. This file will be utilized by the Building Plans Examiner for application of appropriate approval stamps, security settings and digital signature. Plans Examiner will secure document to ensure no changes or modifications except printing.

**File C “Energy Forms”** will contain the full set of Energy Forms (600A), Energy Display Card and Manual J Form added by builder/engineer. No security or signatures are necessary or required. The Plans Examiner will review and approve these documents electronically.

**File D: “Approved Options”** will contain any options that pertain to the model submitted. This file will be used by the plans examiner during the review process to ensure the options selected on the list pertain to that model.

### **BOOKMARKS ARE REQUIRED ON EVERY ELECTRONIC PLAN SUBMISSION**



**Identification Requirements** - 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 address of the location of construction. It is important to label both the disc as well as the sleeve/case.

- **Document Security** – Refer to “Submission Requirements”. All engineered plans will require a 128-bit encryption “digital signature” to verify the engineer’s authenticity of the seal. This signature will then be verified by the plans examiner during plan review. PLEASE NOTE: Plans previously on file in the Hillsborough County Plans on File Program will not be required to have a digital signature.
- **Plan Scale & Paper Size** – The design professionals will be required to set the scale of their drawings to no less than 1/8" = 1'- 0" and print to 11" x 17" paper. In cases where 1/8" scale is not feasible on 11x17, 24" x 36" size will be acceptable.
- **Font Type and Size** - All text shall be either Times New Roman or Arial no smaller than 8 pt.

- **Page/File Orientation** - All sheets shall be properly oriented so that the top of the page always is at the top of the monitor. **A 3x3 area at the top left corner of each page shall be left empty for the placement of the Plans Examiner approval stamps and signature.** 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. Or, 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.
- **Scanned Documents** – PDF documents produced by scanning paper documents are usually inferior to those produced from an electronic source. Documents that are available only in paper should be scanned at resolutions that will ensure pages are legible both on the computer screen and when printed. Therefore, we highly recommend scanning at 300 dots per inch (dpi) to balance legibility and file size.

**REVIEWER’S RESPONSIBILITIES**

**File A/Engineer Plan** will be viewed only for structural plan review by the Plans Examiner.

**File B/Building Plan** will be approved via watermark, digitally signed and secured by the Plans Examiner.

**File C/Energy Forms** will be reviewed by the Plans Examiner and watermark/ approval stamps affixed.

**File D/Approved Options** will be reviewed by the Plans Examiner and watermark/approval stamps affixed.

**APPROVAL DISTRIBUTION**

**FILE A** (Engineer’s original signed and secured plan), **FILE B** (Hillsborough County approved signed and secured plan), **FILE C** (Approved Energy Forms), and **FILE D** (Approved Options) will be burned to a new CD and distributed to the Permit Applicant at time of permit payment and pick-up.

**CONTRACTOR SITE REQUIREMENTS**

The applicant will be required to have a hard-copy of all county approved documents (Files B, C, and D) printed out at the job site for the inspector’s usage. The size and dimension of the print out shall be such that it is legible and readable. Plans, site plans and surveys shall be 11" x 17" or larger with other associated documentation being on 8 ½" x 11" or larger.

**EXPIRATION DATE**

All current “Plans on File” shall expire upon the effective date of the 2007 Florida Building Code. This new date is scheduled for October 2008.

**Prepared by:**

**James Ford**

  
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**February 1, 2008**

Date

**Approved:**

**Jerry Sparks**

  
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 Building Services Division Director

**February 1, 2008**

Date