

citi_{serve} GUIDELINES FOR ELECTRONIC PLAN REVIEW

CONTENTS

Guidelines for Electronic Plan Review.....	1
Project and Permit Document Standards	1
Border Requirements	1
Graphic Scale.....	2
Document Uploads.....	2
Filename Format.....	2
Cover Sheet.....	3
Plan Sheets.....	3
Digital Signature.....	3
Support Documents.....	3
Florida Product Approval.....	4
Revisions vs Answer to Comments.....	4
Site Plan and Lot Grading.....	4

PROJECT AND PERMIT DOCUMENT STANDARDS

The following standards are to be used as guidelines for successful submission of plans and supporting documentation to the City of Sanford in order to obtain a Building Permit.

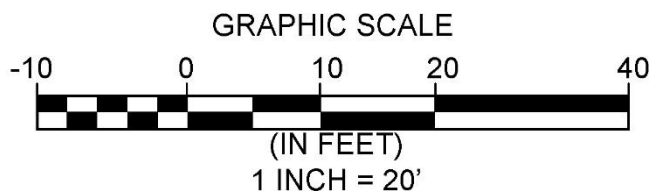
Note: Any drawing files (plans or supporting documents) that are submitted not following these standards may be returned to the applicant, which will delay the review process.

BORDER REQUIREMENTS

A 2" X 4" area in the title box should be reserved at the top right corner of ALL drawings for official City of Sanford Building APPROVAL STAMPS. Please leave the top right corner completely blank on all drawings (with exception of the border). This is applicable to all drafted plan pages of any size.

GRAPHIC SCALE (RECOMMENDED)

- Each sheet should have a graphic scale.
Example to the right
- All plans shall be drawn to scale
- Minimum scale is ¼" per 1 foot.



DOCUMENT UPLOADS

- Building Plans are required to be uploaded as **1 document or file**
- All documents must be uploaded in .pdf format
- Individual plan pages are not permitted
- Each page must be digitally signed & sealed (as required)
 - Alternate option: The cover page must be digitally signed and sealed with a note from the design professional that the digital seal covers all plan pages in that document
- All documents shall have all protections disabled, making them capable of being marked up.
- For large Commercial Projects, plans may be uploaded by trade (structural, architectural, electric, etc.)

Please Note: Your plans will not be accepted if pages are uploaded individually, which will also delay the review process. If your design professional cannot combine plan pages into 1 file, the plans will not be accepted for review.

FILENAME FORMAT

All files that are submitted for review shall be named as follows:

- Date of Submittal: (MM.DD.YY) This is the 1st part of your document name.
- Document Type: (See Common Document Type Name chart below)
- Project Address (or project name if no address)

Example: 02.22.19 Energy Calculations 1234 Hardy Drive.pdf

Common Document Type Names		** Commercial Only **	
Building Plans	Product Approval	Structural	Electric
Energy Calculations	Electric Load Calcs	Architectural	Life Safety
Truss Engineering	Site Plan / Plot Plan	Mechanical	Fire
Truss Layout	Gas Riser	Plumbing	Low Voltage

COVER SHEET

All plans for any project are required to have a Cover Sheet as the 1st page

- Must contain an accurate index
- Must contain the project address
- The plot plan is not permitted on the cover sheet
- Must contain the 2x2 blank area in the uppermost right hand corner

PLAN SHEETS

- All plan pages shall be digitally signed and sealed (as required)
- Must contain the 2x2 blank area in the uppermost right hand corner
- Shall be printable to a 24" x 36" sheet (11x17 is acceptable for field copies)
- Saved and uploaded in LANDSCAPE format
- Contain a graphic scale
- Must be uploaded as 1 document, not individually by page
- For specific information required, please refer to the Submittal Guidelines

Please Note: Plan pages cannot be signed & sealed, then scanned and uploaded. Plan pages submitted for review must be the original, digital copies and contain the digital signature from the design professional.

DIGITAL SIGNATURE

Each plan page must be digitally signed by the Professional of record in accordance with their Certification Board and the State of Florida.

- Specific requirements can be found in Florida Administrative Code 61G15-23
- Scanned and uploaded plans that have been wet-sealed are not permitted
- The files cannot be self-signed
- A 3rd party certificate authority must be used to obtain your Digital Signature
 - Examples of Digital Signature Authorities:
 - IdenTrust
 - Cosign
 - GlobalSign

Please Note: If the design professional you choose cannot meet the requirements of Florida Administrative Code 61G15-23 for digital signatures, we will not be able to accept the plans.

SUPPORT DOCUMENTS

- Multi-page documents such as the Truss Engineering or Energy Calculations, for example, must be uploaded as 1 document, or .pdf.
- Each page that is required to be signed & sealed must be digitally signed & sealed

FLORIDA PRODUCT APPROVAL

Florida Product Approval can be found at www.floridabuilding.org

- The Sanford Product Approval Specification Sheet is required to be provided for all projects that require components to be installed that require product approval or NOA's.
- The individual product approval and installation instructions are not required to be submitted for review.
- The Sanford Product Approval Specification Sheet is the only document required to be submitted
- Must use the specific "Sanford" specification sheet. Other municipality forms will not be accepted
- Specification Sheet must be accurately filled out and include all of the products that will be installed on the home or building.
- The FL# (including the decimal) must be inputted on the specification sheet

REVISIONS VS ANSWER TO COMMENTS

Revision – Changes to the *approved* plans.

- Revisions in letter form are not acceptable. The applicable plan pages/details must be revised
- Revisions are not permitted until the permit has been issued

Answer to Comments – Answering plan review comments during the initial review phase.

- Comments must be answered in full, not partially in multiple submittals

Filename Format

- Revision Example: 02/15/19 – Revision to electrical – 1234 Park Ave
- Answer to Comments Example: 04/01/19 – Site Plan Answer to Comments – 456 Sanford Ave

SITE PLAN & LOT GRADING

- Please contact Planning / Engineering for requirements at 407.688.5183