

CITY OF PORT ST. LUCIE E-PERMITTING GUIDELINE FOR ONLINE PLAN SUBMITTALS



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Revised 05/16/2018 V2

E-Permitting Guidelines

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1. Guidelines Overview

The Single-Family Residence E-Permitting Guideline is for use by permit applicants who wish to leverage the benefits of electronically processing building plan packages. These guidelines have been developed to serve as a template for the exchange of electronic data between the permit applicant and the City of Port St. Lucie.

The Guidelines for electronic plan package submittal shall dictate required documentation, procedures, data, naming conventions and file formats for e-plan (electronic) processing. The permit applicant shall provide the entire electronic plan package.

The forms and documents used to create the permit package should be saved as PDF documents. Each separate PDF document can contain single or multiple pages. The PDF documents once created will look like the original documents and can contain text, drawings, graphics or even photos. Once the permit PDF documents are created they should all be labeled in the following ways to help expedite the review and permitting process.

Prior to submittal of online permits, all design professionals and surveyors, must utilize a third-party Certificate Authority of their digital signature to sign and seal plans. The Certificate Authority serves as a notary in terms of verifying the identity of the documents. Self-signing of digital signatures is NOT allowed per laws governing Florida licensed engineers, architects, or surveyors.

The permit applicant shall be notified via email when the review process is completed by the City of Port St. Lucie. The permit applicant will be responsible for any and all modifications required to drawings and supporting documents that have been disapproved. The permit applicant will electronically resubmit the drawings / supporting documents that have been corrected. The permit applicant will be notified when a plan package is approved. The permit applicant may then pay the balance due including any applicable impact fees for the permit, print the permit and obtain the job copy over the internet. The permit applicant is responsible for producing the paper job copy for the job site.

2. Getting started with E-Permitting:

New users must first register with Contractor Licensing to begin using the Contractor Services E-permitting portal. The qualifier must personally come into the office to sign the online permitting agreement. Once you have signed the agreement, visit the [Contractor Management Website](#) to complete your registration, manage your account, view contractor information, or update your password.

Before submitting for the first time, we advise you to spend a few minutes reviewing this guide so that you become better acquainted with the procedures and requirements. Following the provided procedures will make for a smooth transition from paper to electronic.

3. Digital Signatures:

When applying for permits using the Contractor Services E-Permitting system, all documents are required to be signed and sealed by a licensed design professional and must be done so by using a 3rd Party Certificate Authority to verify the Digital Signature. The design professional must also submit a Digital/Electronic Signature affidavit and a copy of their certificate file to the Building Department for validation.

Digital signatures can be used by design professionals to authenticate the electronic documents they create for submittal to the permitting authority. This method is governed by Florida law, specifically but not limited to F.S. 471.025, 481.221 and 472.025, the Electronic Signature Act of 1996 (F.S. 668.01-668.006) and F.A.C. 61G15-23.003-23.005; F.A.C. 5J-17.062, and 61G1-16.005. The City of Port St. Lucie has attempted to create an electronic signature process in compliance with Florida law but shall not be liable in any manner for any violations of professional licensure regulations. It is the Undersigned's responsibility to ensure compliance with all laws, regulations, and ordinances that govern his/her professional license.

Digital signatures are the online equivalent of a notarized signature. In this case, the Certificate Authority (CA) serves as a notary in terms of verifying your identity while a trusted timestamp verifies the date and time the signature was applied. Digital signatures allow users to keep their entire workflow online. Individuals can certify and sign documents, as needed, right from the comfort of their computers.

For purposes of construction plan submittals, **self-signing your own digital signature is NOT allowed**. The digital signature requirement involves having your identity, digital seal, and signature validated by a 3rd Party Certificate Authority (CA). Local Engineers, Architects and Surveyors are using Adobe Entrust, IdenTrust, Cosign, DocuSign, VeriSign and GlobalSign most frequently. Please note that the City of Port St. Lucie does not endorse any of the listed Certificate Authorities and this list does not denote all available Certificate Authorities. We strongly recommend that individuals do your due diligence in selecting a Certificate Authority that meets the requirements for your licensing. All design professionals and surveyors MUST use a 3rd party Certificate Authority. Additionally, design professionals and surveyors must allow markups on submittals for reviewers.

4. Required Documentation

4.1 PDF File Type Only

- All drawings and supporting documents in the plan package must be in PDF format.
- PDF files shall be created in a manner that retains the sheet aspect ratio allowing for electronic measurements using the markup tool.
- PDF files shall have only one layer without any embedded objects.
- PDF files shall not be encrypted or password protected.

4.2 PDF File Size

- The maximum file size for each attachment shall be limited to 200 MB (Megabytes).

4.3 File Names

- File names shall not contain any leading or trailing spaces.
- File names shall not contain special characters such as: parenthesis “()”; double periods “..”; question marks “?”; etc.
- File names shall be in all CAPS (Capitalized).

Initial Submittal Documents

ABANDEASE	Health Department and abandonment of easements paperwork (<i>If applicable</i>)
BLDRATRISK	Builder-At-Risk (<i>If applicable</i>)
DESIGNAFF.....	Design Professional Affirmation (<i>If applicable</i>) Required on all express home permit submittals, allows for contractor to use plans for multiple submittals.
ENCODE	Energy Codes (Must be filled out and signed on the front page and display page)
ELEV	Elevation Sheet
ENG	Engineering Approval (The red stamped copy must be submitted unless the permit request is a re-submittal)
IFEECRED	Impact Fee Credits (<i>If applicable</i>)
MANJ	Manual J
NOC	Recorded Notice of Commencement
PLANS	Signed and Sealed Plans (Product approval and wind load form must be superimposed onto the plans)
PROPAFF	Property Owner Affidavit (Property owner(s) giving permission for contractor to build)
SURV	Plot Plan Surveys (Includes the house location)
TRUSSCUT	Truss Cut Sheets (All signed and sealed truss engineering cut sheets)
TRUSSLYT	Truss Layout
TRUSSPKG	Truss Package (All miscellaneous truss paperwork not including truss cut sheets or truss layout)
UTILR	Utility Receipt (Must be turned in before the permit can be issued)

Examples:

If there is only one document such as a Notice of Commencement, the sample file name should read:

NOC

If there is more than one attachment in the same file type, the following should be utilized to name the files:

PLANS, PLANS2, PLANS3 (we request that plans be submitted as ONE file, when possible.)

Additional Documents (Once project is permitted)

FORMB Formboard Survey - Currently, this document must be emailed to planreview@cityofpsl.com

BLWRDOOR Blower Door Test - Currently, this document must be emailed to inspections@cityofpsl.com

4.4 Standard Sheet Sizes

Supporting documents shall be accepted only in 8 ½" x 11"-page size. Permit card shall be printed on heavy cardstock. Plan pages shall be accepted only in 24" x 36" standard format. All documents must be protected from weather and posted for ALL inspections.

4.5 State of Florida Rules for Signing and Sealing Electronically

Information stored in electronic files representing plans, specifications, plats, reports, or other documents must be signed and sealed electronically where required. Electronic signing and sealing of documents is governed by Florida law, specifically but not limited to F.S. 471.025, 481.221, and F.S. 472.025, the Electronic Signature Act of 1996 (F.S. 668.01-668.006) and F.A.C. 61G15-23.003-23.005; F.A.C. 5J-17.062, and 61G1-16.005.

4.6 Measurement Scale

All plan pages must contain a scale.

5. Reworks

Reworks are classified as corrections made to plans during the current review process, prior to approval of the permit. The same file naming convention should be used with the addition of RWK-(FILENAME).

If a permit application has not been approved, the permit applicant shall use the Contractor Services E-Permitting Portal to access the Plan Reviewers' comments. ALL reworks must be submitted together before a Plan Reviewer will review the documents for compliance along with a comment response page

from the design professional. The permit applicant shall submit reworks through the Contractor Services E-Permitting Portal. See section 4.3 for additional file naming conversions.

- If the entire file type is to be submitted as a rework, the rework must be labeled as such: RWK-(FILE TYPE ABBREVIATION)

Examples: RWK-PLANS, RWK-SURV

- If a single page is to be submitted as a rework, the rework must be labeled as such: RWK-(PLANS PAGE NUMBER)

Examples: RWK-M103, RWK-A102

- Comment Response Page must be submitted with all reworks addressing the plan reviewer's comments –Please label as such: RWK-COMMENT REPOSE

Please note, all comments must be addressed and submitted at the same time. No other labels should be included in the file name.

6. Revisions on issued permits

Revisions are classified as changes made to the scope of work after the issuance of a permit. Revised drawings are submitted following the same naming convention established with the addition of REV-(FILE NAME).

Currently, to submit a revision, the contractor must notify staff to add in a revision request on their permit. You can do this by emailing planreview@cityofpsl.com. This will open the e-permitting portal for submittal of any applicable documents along with payment for the revision. Additionally, all revisions must accompany a coversheet addressing the intent of the revision.

- If the entire file type is to be submitted as a revision, the revision must be labeled as such: REV-(FILE TYPE ABBREVIATION)

Examples: REV-PLANS, REV-SURV

- If a single page to the plans is to be submitted as a revision, the revision must be labeled as such: REV-(PLANS PAGE NUMBER)

Examples: REV-M103, REV-A102

- A Coversheet must be submitted with all revisions addressing the intent of the revision –Please label as such: REV-COVERSHEET

7. Paying for Permit

A permit applicant will receive an email notification when the plan package has been approved. The permit applicant may then go to <https://pandapublicweb.cityofpsl.com/SignIn/SignInMenu.aspx> to make

payment. Applicant will then log into their profile then select “Pay Permit Fee” to pay for the permit. Payment may be made by credit card.

Once payment is accepted the permit applicant will receive an email with a link to retrieve all applicable, approved documents to print. Please see *Section 4.4* for document size standards.

8. Job Copy

The permit applicant is responsible for delivering a certified paper job copy of the plan set and all applicable paperwork to the job site. The printed job copy must contain the City of Port St. Lucie stamps and signatures from required plans examiners. The stamps and signatures on the paper job copy must be reconcilable against the electronic records at the time of inspection.

9. Training and Assistance

Please know we are here to help you. Your success is our success. After reviewing these guidelines, if you still have questions or need further assistance, staff is available to give you one-on-one training or go over any requirements for submittals. If you wish to meet with staff to discuss submittal requirements or learn how to use the Contractor Services E-permitting system, please contact Tracy at buildingadmin@cityofpsl.com.