

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



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E-Permitting Guidelines

1. Overview

E-Permitting 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.

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. Self-signed digital signatures are not acceptable, as the City is unable to validate the authenticity of the signature. 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.

2. Getting started with E-Permitting:

In order to begin utilizing the Contractor E-Permitting Portal, new users must first register with Contractor Licensing. Please contact contractorlicensing@cityofpsl.com to register. Once the e-permitting authorization form is signed, the contractor will need to create an account via the Single-Sign On site.

3. 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.
- Files must allow for markups and comments by Plans Review.
- Residential plans/drawings must be submitted as ONE file. Supporting documents, such as surveys and energy calculations, will be separate from the plans.

- Commercial plans/drawings must be bookmarked by identifying the page and content, ie T-101 Cover Sheet

4.2 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.

4.3 Standard Sheet Sizes

Supporting documents shall be accepted in 8 ½” x 11”-page size. Plan pages shall be accepted only in 24” x 36” standard format.

4.4 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.

4.5 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.

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

Please note, all comments must be addressed and submitted at the same time.

6. Revisions (Issued permit)

Revisions are classified as changes made to the scope of work after the issuance of a permit

- Revisions are submitted via the E-permitting portal.
- A Coversheet must be submitted with all revisions addressing the intent of the revision

7. Permit Issuance

The permit applicant will receive an email notification when the plan package has been approved. The permit applicant can follow the link within the email or log into their E-permitting portal to submit payment. Payment may be made by credit card or telecheck.

Once payment is accepted the permit applicant will receive an email with a link to retrieve all applicable, approved documents to print. Additionally, all documents are available in the portal.

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.

Permit card shall be printed on heavy cardstock. All documents must be protected from weather and posted for ALL inspections.

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 us at buildingadmin@cityofpsl.com.