

Number:	BD-021	Title:	Plan Submittal and Review for Minor Projects
Effective Date:	June 4, 2014	Keywords:	Permits, Plan Review, Plan Submittal
Revision			
Date:			
Edited			
Date:	Novemver 5, 2015		
Approved			
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PURPOSE:

This procedure outlines the process for submittal of construction plans and documentation for plan review on **minor projects**.

SCOPE:

This procedure is applicable to construction projects that require a regular Building Code Services (BCS hereinafter) Permit or are accomplished under the BCS Annual Permit.

PROCEDURE:

APPLICANT RESPONSIBILITIES:

Delivery to District

Applicant may submit documents on paper, disk, USB flash drive, email, or through the District FTP server. BCS prefers electronic submittals.

Document Requirements

Electronic Signatures

Documents “For Construction” prepared by an Architect or Engineer must have one of the following:

- A) *Electronic Signatures* as defined in the FBPE Rule-61G15-23.003 F.A.C. and BAID Rule-61G1-16.005 F.A.C. This requires the delivery of a hard copy, signed and sealed Hash Code report applicable to the electronic files delivered.
- B) *Digital Signatures* as defined in the FBPE and BAID rules.
- C) A single signed, sealed paper copy of the drawing sheet that will be used to verify the design professional’s seal.

The FDOT provides a free electronic signature system known as PEDDS. It is available at <http://www.dot.state.fl.us/ecso/downloads/publications/applications/pedds/default.shtm>.

The link below provides a guide for the use of this system:

<http://www.dot.state.fl.us/ecso/downloads/clips/Files/PEDDSForNon-FDOTAgencies.shtm>

Any PDF files, paper files, download instructions, or other software needed to verify the electronically sealed drawings shall be made available to BCS at the time of submittal.

Construction Drawings and Specifications (CD, Permit)

IF PAPER DOCUMENTS

Submit one set of all design documents, signed and sealed per Florida's legal requirements. (This will be scanned into our system.)

IF ELECTRONIC DOCUMENTS

Submit all files (applications, transmittals, drawings, specifications) in PDF format, aside from paper documents needed to verify electronic signatures. This should be one combined pdf file with no more than 20 sheets of drawings.

Site Copy

Applicant shall supply a full-size printed set of all approved documents for field use by the inspectors. BCS will supply the entire electronic approved project file to the applicant.

DISTRICT STAFF DUTIES:

Preliminary Check

A BCS document clerk will examine the submitted files or paper documents for completeness. Incomplete documents will not be processed. The applicant will be notified regarding needed corrections. The applicant's submittal documents will be held for 30 days and then discarded.

Initial Review

BCS Clerk Duties – Paper Submittals

Scan all paper documents and combine into a single PDF file. The PDF file will be watermarked and entered into the Image Quest System under the "Building" document type and "CD" record type.

The BCS clerk will make a single submittal entry into the BCS Permit Records System database under the appropriate project number in accordance with the Permit System Database reference manual. It is also acceptable to enter plans as a single file and other documents as a separate file. The location field in the database will be entered as "I-0", which represents Image Quest, electronic file ready for review.

BCS Clerk Duties – Electronic Submittals

All electronic drawing and specification files that require electronic signature verification shall be separately saved to the E-Plan Review Folder along with any metadata files needed to verify the electronic signature.

Copies of the files requiring electronic signature verification shall be combined with all other electronic data submissions (except the metadata files) into a single PDF file. It is also acceptable to enter plans as a single file and other documents as a separate file. (Signed and sealed paper documents submitted for seal verification will not be scanned.) The PDF file will be watermarked and entered into the Image Quest System under the “Building” document type and “CD” record type.

The document clerk will make a single submittal entry into the BSC Permit Records System database under the appropriate project number in accordance with the Permit System Database reference manual. The location field in the database will be entered as “I-#” (i.e. – I-5), which represents Image Quest, electronic file ready for review with paper supplements. The paper supplements will include signed and sealed electronic signature verification documents or signed and sealed plans and specifications.

Plan Review

BCS Plan Reviewer Duties

Each reviewer shall access the files in Image Quest to complete their reviews. The document in Image Quest shall be electronically reviewed and saved back to Image Quest as a revision with review stamps and markings on approved drawings, if needed. Suitable entries will be made into the BCS Permit Records System Database.

Each reviewer shall also access the E-Plan Review Folder to verify electronic/digital signatures, as needed.

Post Review Processing

BCS Clerk Duties – Permitted Submittals

The BCS clerk will open the permit document from Image Quest and verify that the required plan reviewer stamps appear on all drawing sheets and make arrangements for application of the Building Official’s stamp to the cover or first plan sheet. The fully stamped document will be saved back to Image Quest as a revision.

The BCS clerk will obtain PDF copies of all transmittals, letters, and plan reviewer comments needed to return the approved documents to the applicant. The BCS clerk will open the reviewed document in Image Quest and insert the PDF letters/transmittals/reviewer comments at the front of the open document. The BCS clerk will then save the combined file back to Image Quest as a revision, with the record type change to “Permit”.

A copy of the final Image Quest file will be returned to the applicant via suitable electronic means.

BCS Clerk Duties – Approval Withheld Submittals

The BCS clerk will obtain PDF copies of all transmittals, letters, and plan reviewer comments needed to respond to the applicant. All these documents will be merged into a single PDF file. That file will be returned to the applicant via suitable electronic means.

The BCS clerk will open the submittal document from Image Quest and insert the PDF file created in the previous paragraph at the front of the document, then save the combined file back to Image Quest as a revision.

Future Document Submissions

Permitted Documents

All future submittals will be processed by the BCS clerk as was required at the first submittal. All new submittals will become new documents in Image Quest under the active document identification number.

Approval Withheld Submittals

All future submittals will be processed by the BCS clerk as was required at the first submittal. If the permit approval continues to be withheld, the most recent submittal will be a new document in Image Quest under the active document identification number.

However, when the permit is approved, the BCS clerk will assemble a final permit document using the previous document submissions, and save that new document to Image Quest as a final permit document under the active document identification number. That final permit document will have the most recent correspondence and review comments, along with the final version of all plans and specifications.