

## Electronic Permit/Plan Submittal "Rules":

Submittal Documents are uploaded online when applying for a permit on the Self Service portal by clicking the following link: [CSS](https://claycountyfl-energovpub.tylerhost.net/apps/SelfService#/inspection/todaysinspections) (or @ <https://claycountyfl-energovpub.tylerhost.net/apps/SelfService#/inspection/todaysinspections> - if the hyperlink is not an option.)

Permit Documents and plan files must be uploaded to their respective category tiles/dropdown options when available. Plan pages from each discipline must be combined into a single PDF per discipline, with a file name that adequately portrays the category/discipline of the upload (i.e., Architectural pages all combined into a single PDF file & labeled "Architectural...", Electrical plan pages combined into a single PDF file and labeled "Electrical plans...", etc.). Please have the appropriate design professional apply at least one FAC-compliant digital signature to their plan file. When applying for the permit, specific upload tiles that correspond to the type of permit & files to be uploaded should be available. Please upload the corresponding file to the appropriate tile. IF a specific tile is not available, upload each file separately to the most comparable option available, or if none correspond, upload under the "Plans Electronic" tile or "Additional Documentation Set" if the file is not a plan file (see screenshot below).

### Common reasons submittals are returned without review:

- Electronic plans need to maintain digital signatures within the file; be sure not to combine, alter, or "print to PDF" signed files
- File names contain "special" characters such as @, #, !, \$, %, ^, (), &, {}, [], \*, etc. which restricts proper software from opening the files
- Files are uploaded as Excel, Word, portfolios, zip files, links, jpeg, etc., i.e., non-PDF or non-singular files
- Digital signatures show up as invalid or document altered
- Digital signatures lack Certification Authority signature validation as required by [FAC61G15-23.004](#)/[FAC61G1-16.005](#)
- Applying for the incorrect type of permit
- Seals/Signatures have been copied and pasted

### Typical Plan/Document batching for uploads:

- Below are plans/documents typically uploaded for building plan review (when applicable) - upload the plans in the following format to their corresponding categories (each bullet point/discipline to be submitted as a single file, unless notated otherwise):

#### Commercial & Residential:

- Truss/Roof/Floor Joists engineering details
- Truss Layout
- Spray foam insulation installation instructions
- Spray foam ESR/Compliance Report
- PEMB - Professionally Engineered Metal Building
- Energy - Energy sheets/Calculations - (Be sure to use Florida Building Commission-approved software, and make sure calcs are signed by all necessary parties)

#### Residential Specific:

- Architectural - Architectural Plans (including trades)
- Structural Plans (if not included as part of the Architectural Plans)

#### Commercial Specific:

- Architectural - Architectural Plans
- Structural - Structural Plans
- Fire Protection - Fire Sprinkler & Fire Alarm - Fire Alarm Design Criteria
  - Modular Plans
  - Post Tension Slabs
  - Plumbing Plans
  - Fuel/Gas Plans
  - Electrical Plans
  - Mechanical Plans
  - Specs - Spec books, engineering letters, and the like (If applicable)

#### Apply for Permit - New Commercial Construction

The screenshot shows a progress bar with steps: Locations, Type, Contacts, More Info, Attachments (selected), Signature, and Review. Below the progress bar is the 'Attachments' section with three upload tiles: 'Architectural Drawings' (Blank - Architecturals.pdf, 10.56 KB), 'Energy Forms' (Blank - Energy Calculation Plans.pdf, 10.56 KB), and 'Plans - Electronic' (Blank - Electrical Plans.pdf, 10.56 KB). A dropdown menu is open for the 'Plans - Electronic' tile, listing various document types such as 'Additional Documentation Set', 'Civil Plans', 'Copy of Lease or Recorded Deed', 'Driveway Letter', 'Energy Forms', 'Final Site As-Built', 'Floor Plan', 'If Owner/Contractor need Owner Statement', 'Impact Fee Waiver', 'Notice of Commencement', 'Owners Affidavit', 'Plans - Electronic', 'Private Provider Info (PPI)', 'Septic Letter/Permit', 'Site Plan', 'Solid Waste per Tax Roll', 'Structural Engineering', and 'Truss Engineering Package'.

### General Permit Info/Documents typically needed:

- Owner/Agent Affidavit - to be signed by Contractor
- Driveway Letter
- Site/Plot Plan
- Septic Letter/Permit (if applicable)
- Recorded Deed/Lease (IF contractor is owner, the deed is NOT required)
- Recorded Notice of Commencement (if \$2500 or more)
- Impact Fee Waiver (if applicable)
- Solid waste per Tax Roll (if multifamily/townhomes with permanent dumpsters on the property)
- Private Provider Info (PPI) - NTBO and Plan Review Compliance (if applicable)

#### OWNER as contractor stipulations/exclusions:

- If the Owner as Contractor exemption is desired, the application will need to be done in person at the Building Department, as per

Florida Statute [489.103 - Exemptions](#)

Applications and other documents can be found at:

[www.claycountygov.com/government/building/frequently-asked-questions](http://www.claycountygov.com/government/building/frequently-asked-questions)

Please contact [buildingdivisionplanreview@claycountygov.com](mailto:buildingdivisionplanreview@claycountygov.com)