



Building Department

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Electronic Submission of Building Plans

As progress is made toward refining the building permitting process, the following description shall serve as the guideline for the submittal and processing of building permit applications and plans to be submitted in electronic format. This process is strictly optional. However, usage of this option will likely reflect more efficient permit processing time resulting in faster permit turnaround.

Electronic Plan and Application Submittal:

- All digital files shall be PC compatible. All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version (9.0 or earlier). Any files submitted that are not in PDF format will not be accepted. There will be three options:
 1. Upload from the City of New Smyrna Beach Website
 2. USB flash drive
 3. CD-ROM
- An engineered site specific site plan or survey shall be submitted along with a building application
- One digital file is required to be submitted and set up into **four (4) separate files**.
- Mandatory requirement to **label each.pdf file** as indicated below:
 - File A: "Engineer Plans.pdf"**
 - File B: "Building Plans.pdf"**
 - File C: "Energy Forms.pdf"**
 - File D: "Approved Options.pdf"**

File Descriptions:

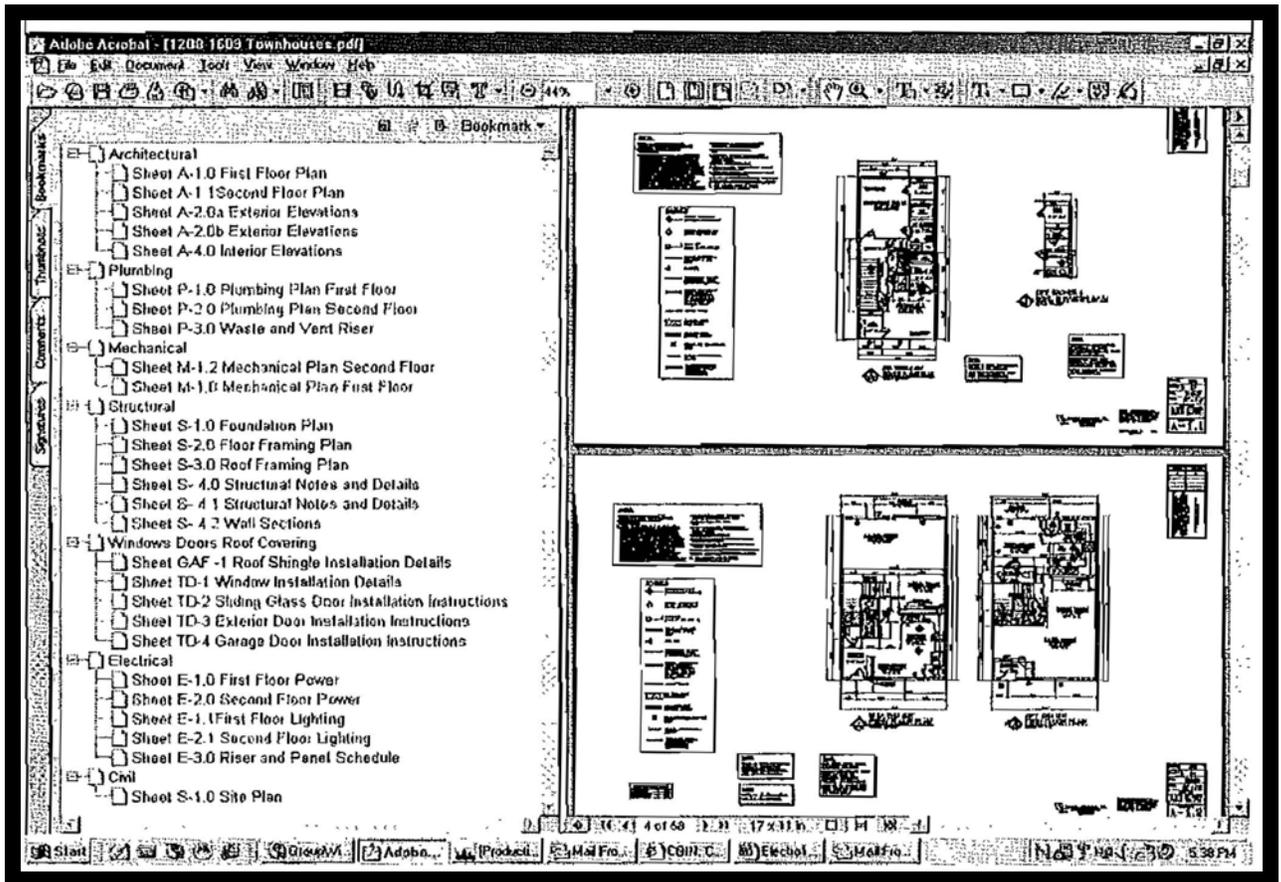
- **File A "Original Plans"** will contain a complete set of architectural plans, details and all required attachments. File A will be the originally digitally signed and secured plans. Engineer or Architect will secure document to ensure no changes or modifications except printing.
- **File B "Building Plans"** will contain a complete set of architectural plans, details and all required attachments. File B will be unsecured and unsigned. This file will be utilized by the Building Plans Examiner for application of appropriate stamps, security settings and digital signature. The Plans Examiner will secure documents to ensure no changes or modifications except printing.
- **File C "Energy Forms"** will contain the full set of Energy Forms, Energy Display Card and Manual J Form added by the builder/engineer/architect. No security or signatures are necessary or required. The Plans Examiner will review and approve these documents electronically.
- **File D "Approved Options"** will contain any options that pertain to the model submitted. The file will be used by the plans examiner during the review process to ensure the options selected on the list pertain to that model.

Identification Requirements:

- All PDF files that are submitted on a compact disc (CD) must have the disc and sleeve case properly labeled with the contractor's name, phone number, and address of the location of construction. It is important to label both the disc as well as the sleeve/case.

Bookmarks are required on every electronic plan submission:

- Each submitted PDF file shall include bookmarks that will clearly identify each sheet in the file. See example below.



Document Security:

- All engineered plans will require a 128-encryption “digital signature” to verify the engineer’s authenticity of the seal. This signature will then be verified by the Plans Examiner during plan review.

Pan Scale & Paper Size:

- The design professionals will be required to set the scale of their drawings to no less than 1/8” = 1’0” and print to 11” X 17” paper. In case where 1/8’ scale is not feasible on 11” X 17”, 24” X 36” size is acceptable.

Font Type and Size:

- All text shall be either Times New Roman or Arial, no smaller than 8 pt

Page/File Orientation:

- All sheets shall be properly oriented so that the top of the page always is the top of the monitor. A 3” X 3” area at the top left corner of each page shall be left empty for the placement of the placement of the Plan Examiner’s approval stamps and signature. All architectural, structural,

mechanical, electrical, and plumbing plans shall be in one file so that the Plans Examiner may scroll through the file and have the ability to view all pages without opening another file. Or, in the case where there are different design professionals for each discipline, the architectural, structural, mechanical, electrical, and plumbing plans may be in separate files as long as all sheets for each discipline are contained in a single file.

Scanned Documents:

- PDF documents produced by scanning paper documents are usually inferior to those produced from an electronic source. Documents that are available only in paper should be scanned at resolutions that will ensure pages are legible both on the computer screen and when printed. Therefore, we highly recommend scanning at 300 dots per inch (dpi) to balance legibility and file size.

Reviewer's Responsibilities:

- **File A/Original Plan** will be viewed only for structural plan review by the Plans Examiner.
- **File B/Building Plan** will be approved via watermark, digitally signed and secured by the Plan Examiner
- **File C/Energy Forms** will be reviewed by the Plan Examiner and watermark/approval stamps affixed
- **File D/Approved Options** will be reviewed by the Plan Examiner and watermark/approval stamps affixed

Approval Distribution:

- **File A** (Original signed and secured plan), **File B** (City of New Smyrna Beach approved signed and secured plan), **File C** (Approved Energy Forms), and **File D** (Approved Options) will be burned to a new CD and distributed to the Permit Applicant at time of permit payment and pick-up.

Contractor Site Requirements

- The applicant will be required to have a hard-copy of all city approved documents (Files B, C and D) printed out at the job site for the inspector's usage. The size and dimension of the print out shall be such that it is legible and readable. Plans, site plan and surveys shall be 11" X 17" or larger with other associated documentation being on 8 1/2" X 11" or larger.

Expiration Date:

- All current "Plans on File" shall expire one year from the date of approval