



STANDARD OPERATING PROCEDURES

Construction Services Division

Subject: Electronic Submittal Requirements

Last Updated: 3/20/19

Purpose: To establish procedural guidelines in regard to submitting plans and supporting documentation electronically via Accela Citizen Access (ACA).

Procedure

Electronic Submittal Requirements

For building plans and supporting documentation to be considered for acceptance through the ACA permitting portal, the following electronic submittal requirements must be met:

- All files must be in PDF format and compatible with Adobe.
- The size of any individual electronic file cannot exceed 500 MB.
- Every plan and document file must be named, (e.g., Architectural plan set, plumbing plan set, energy calculations, etc.).
- Every plan and document must have the correct document type selected, (e.g., Building Plans, pick “Building Plans”).
- Plans and documents prepared by design professionals such as architects and engineers must be digitally signed and sealed (see document titled [COT Guide to Digital Signatures](#) for additional information on creating digital signatures that comply with Florida State Statutes).

Note: Plans prepared by licensed professionals and where applicable, contractors, must contain an information block that includes the contractor’s name, license number, signature, contact information, and page numbering. Please see Figure 1 for an example or https://www.nationalcadstandard.org/ncs6/pdfs/ncs6_uds1.pdf for additional information / guidance on how to name your plan sheets.

- Digital signatures must be placed on the first page only. It is not necessary to sign each sheet.
- Files must be flattened. Please see our [Electronic Document Review](#) information page for instructions on flattening files.

Building Plans - Additional Electronic Submittal Requirements

In addition to the requirements outlined above, construction plans must meet the following requirements in order to be accepted by City of Tampa staff:

- Plan sets that include multiple pages must be submitted as a single, combined, multi-page PDF file. If, for example, an electrical plan set includes five (5) pages, then all five (5) pages must be submitted as a combined PDF file and not uploaded as five (5) individual pages. Multi-page plan

sets submitted as part of the same project must also be separated from one another by category/trade according to the following:

Residential

- Building plans (should be its own file and include all architectural, foundation, elevation, electrical, etc. if prepared by the same design professional).
- Structural plans (if applicable, should be its own file if the structural set is prepared by a design professional different than the one who prepared the building plan set).
- Site plan (can be its own file with document type, 'Building Plans - Contractor Signed', if not included as part of the building plan set).

Commercial

Any combination of the following disciplines/trades can be submitted together as one file, provided they are produced by the same design professional; otherwise each should be its own separate file.

- Architectural
- Civil
- Structural
- Mechanical
- Electrical
- Plumbing
- Any other trade/category not listed above

Note: When uploading plan files to your record in the Digital Plan Room, it is recommended that you clearly describe the contents of each file by utilizing the Description field.

- Each sheet within a plan set must be bookmarked, and each plan bookmark should include the prefix of the trade (A for architectural, M for mechanical, etc.) followed by the sheet number and sheet name (see Figure 1 of this document for examples of typical plan sheet bookmarks as well as recommended bookmark naming conventions). The naming convention must start with a letter and should not be a single number.
- Plans must be generated to scale (e.g. 1/4" = 1', 1/8" = 1' or 1:10).
- Plans must be set to landscape orientation with the page numbering at the lower right corner of each sheet.
- Plan files must be submitted with a cover/index page.

Supporting Documents – Additional Electronic Submittal Requirements

In addition to the requirements outlined in the Electronic Submittal Requirements section of this document, supporting documents must meet the following requirements in order to be accepted by City of Tampa Staff:

- Supporting documentation that includes multiple pages must be submitted as a single, combined, multi-page PDF file. If, for example, energy calculations containing multiple pages are submitted, then all pages must be submitted as a combined PDF file and not as individually

uploaded pages. Multi-page supporting documents submitted as part of the same project must also be separated by category according to the following:

Residential and Commercial

- Energy Calculations
- FEMA Substantial Improvement Documents
- Engineering Report
- Threshold Reports
- Private Provider Packet
- Other Documents

Note: When uploading supporting document files to your record in the Digital Plan Room, it is recommended that you clearly describe the contents of each file by utilizing the Description field.

- Supporting document files may be oriented either landscape or portrait, as long as the top of the page is always at the top of the monitor.

Resubmittals

In the event plans and/or supporting documentation were disapproved during plan review and those plans/documents are required to be resubmitted, the following submittal requirements shall be observed:

- When resubmitting to address previous disapproval comments, only the sheets requiring corrections are required. You have the option of uploading the entire set of plans/documentation if you prefer.
- All corrections shall be clouded; identified by number with a triangle. Each issue must be addressed in the Digital Plan Room with a response that clearly identifies how and where the comment has been addressed on the plans.

Note: Records that were created prior to the Digital Plan Room implementation may not have an Issues list.

- Resubmittals must be in the same format (PDF), scale, orientation, etc. as the original submittal(s) and adhere to the submittal requirements outlined within this document.

Figure 1

- **Architectural Plans**
 - A2-1 – Level 1 Overall
 - A2-1B – Level 1 Area B
 - A2-1C – Level 1 Area C
- **Life Safety**
 - AL2.0
 - AL2.1
 - AL2.2
 - AL2.3
- **Structural**
 - S0.1 – General Structural Notes
 - S0-2 – General Structural Notes
 - S0-3 – Structural Symbols and Annotations
 - S0-4-Structrual Guideway Performance Requirements
- **Mechanical**
 - M0-0- Mechanical Legend, General Notes, and Drawing Index
 - M2-1- Mechanical First, Second & Third Floor Plan
 - M2-4- Mechanical Fourth Floor Plan
- **Plumbing**
 - P0-0-Plubming Legends, Symbols and Notes
 - P3-1A-Plumbing Plan-First Level-Area A
 - P3-1B-Plubming Plan-First Level -Area B
- **Fire**
 - FP0-0- Fire Protection Legend, Notes and Drawing Index
 - FP3-1- Fire Protection Level 1 – Overall
 - FP3-2 – Fire Protection Plan Level 2 – Overall
- **Electrical**
 - E-0-0- Electrical Symbol Legend and General Notes
 - E0-01- Lighting Schedule Interior
 - E0-02- Lighting Schedule Interior