



City of Leesburg

Online Permitting Submittal Requirements

Please read and follow these instructions for online submittals.

In lieu of manually signing and sealing plans, design professionals shall affix digital signatures in compliance with Florida Statutes and Florida Administrative Code Rules. **Digital signatures must be original and unlocked and will be verified. Do not upload scanned/copied plans, or submit certified plans. They will not be accepted.**

Digital Signatures

Digital signatures must comply with Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for Architects or Florida Statutes Chapter 471 and Florida Administrative Rule 61G15-23.003 for Engineers.

The following statement must accompany a digital signature “This item has been electronically signed and sealed by (name) On (date) using a Digital Signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies”. (Note that printed copies are acceptable for the field, however, inspectors will rely upon electronic versions for the Plan of Record).

Certificate Authority services can be purchased through a third-party certification authority, but the engineer’s signature must be embedded in the program also. These services include, but are not limited to: DocuSign, Entrust, eTrust, GeoTrust, GlobalSign, IdenTrust, Verisign.

The digital signature must be located on the page showing the sheet index for the plan set. It must not be locked or certified! After we apply our stamps and signatures, we will lock the file. Please note that if any other changes are made, the engineer/architect’s signature will automatically be removed, so the only thing that locking the file will do before submitting is keep your permit from being accepted and approved!

A digitally created image of the seal must be on every page of the signed plans that the architect/engineer is approving (usually this is placed in the title block).

Submittal Requirements

Plans

1. Must be drawn and formatted for a minimum landscape 24” x 36” sheet or 11” x 17” for smaller scale jobs. (Note that text must be readable when printed on these sizes)
2. Are to be submitted in a pdf format only.
3. Each page must have title block to contain the address of the subject property.
4. Plans shall be uploaded properly oriented in landscape mode.
5. Must be drawn to scale

6. Each page of the plans must have a graphic scale.
7. Plans that are digitally signed and sealed cannot be locked (password protected).
8. Plans must include a digitally created image of the seal along with the digital signature and seal (For printing purposes).

Documents

1. Documents must be submitted in pdf format only.
2. Documents shall be submitted in portrait orientation (unless created in landscape mode)

Naming Convention

Plans

1. Signed Plans are to be **submitted / uploaded as a combined single pdf containing all pages. With very large files, it is acceptable to upload separate pdfs containing all the pages for each trade (mechanical, electrical, plumbing, etc.).** Name this file “Plans”. For each trade, name per trade (PlansMech, PlansElec, etc.)
2. Revisions/ corrections are to be named Plans1, Plans 2, etc.

Documents

1. Documents are to be submitted individually and ***named as identified below***. If a document contains multiple pages, it may be uploaded as a single file. (i.e., truss layout, energy calculations, all manufacturer’s specifications, etc.)

Your file names when you upload them should read exactly as follows: (DO NOT ADD ANYTHING TO THE NAMES – names, streets, etc.). (Note that parenthesis below simply explain the shortened names). Also, any item not listed should be named exactly as it is requested on the submittal form.

- Early power (request affidavit)
- Elevation cert
- Energy calcs (combine all pages including duct layout, unless that is with the signed plans)
- Landscape
- Locates
- Lot grading
- Manuf specs (Manufacturer’s specifications, combine all)
- NOC (Notice of commencement certified and recorded with Lake County)
- Owner disc (owner disclosure)
- Plot (plot plan showing structures on lot with setbacks, easements, utilities, etc.)
- Plumbing riser -or- Gas riser -or- Elec riser (if separate from sealed plans)
- Pool Specs (pool worksheet, calculations & manufacturer’s specs separate from sealed plans)
- Product app (Product Approval Sheet only. Installation guides are to be on site for inspector)

- Own Proof (Proof of ownership)
- WtyDeed (Recorded warranty deed)
- Roofing (all worksheets, affidavits, specs combined)
- Shop drawings
- Specification manual
- Tenant affidavit
- Trusses (truss layout and approved profile specifications all combined)
- Utility App (signed Electric company work order)
- Utility Receipt (receipt for signed Electric work order)
- Water receipt

General Information

1. Permits utilizing the electronic plan review system must maintain the electronic process throughout the permit application review process.
2. You may utilize this system to upload and maintain your documents up to 30 days prior to choosing to submit.
3. Your packet will expire in 30 days if you do not choose to submit and will require you to start again when you are ready.
4. Once you submit, if the package is incomplete, you will receive any email outlining the deficiencies and the permitting review process will not begin.
5. Revisions/corrections cannot be uploaded while reviews are being processed. Once all of the reviews have been completed, you will be able to upload any new plans/documents. The red SUBMIT button must be clicked for your documents to reach us. A revision sheet is not required for upload, one will automatically be generated when you hit SUBMIT.
6. Revisions are to be named as listed above.
7. When the reviews have been completed, you will receive an email notifying you the permit is ready for issuance.
8. Payments continue to be made online or in person.
9. Job/Inspection card, permit, plans, etc. can be downloaded from the portal after fees are paid.
10. Approved plans and exterior product installation guides are to be at the job site for the inspector.
11. Inspections may be requested through the portal.

12. All documents other than the survey/elevation certificate which requires an original seal may be uploaded online. (Notice of commencement, roofing affidavit, termite certificate, blower door, etc.)
13. The certificate of occupancy is also available for print online once upon issuance.