Preliminary Plan Review (PPR)

The primary goal of a PPR is to provide early feedback to help ensure compliance with current Florida Building Code, current Florida Fire Prevention Code, and/or local land use before formal permit submission. It is available for proposed projects at any stage of plan development.

A PPR submission must include specific questions or concerns related to the plans submitted and may include, but are not limited to, the following:

- Architectural
- Structural
- Mechanical
- Electrical

- Plumbing
- Life Safety
- Site/Civil (e.g., Drainage, Flood Control, Public Public Right-of-Way, Zoning, Special Use, Variance, Easements, or Encroachments)

If no PPR questions or plans are submitted, the application cannot be processed.

Note: A PPR does not guarantee plan approval.

How to Submit a Preliminary Plan Review Application

1. Log into your registered Accela account.
2. Go to **+NEW** tab and select **BUILDING PERMIT**
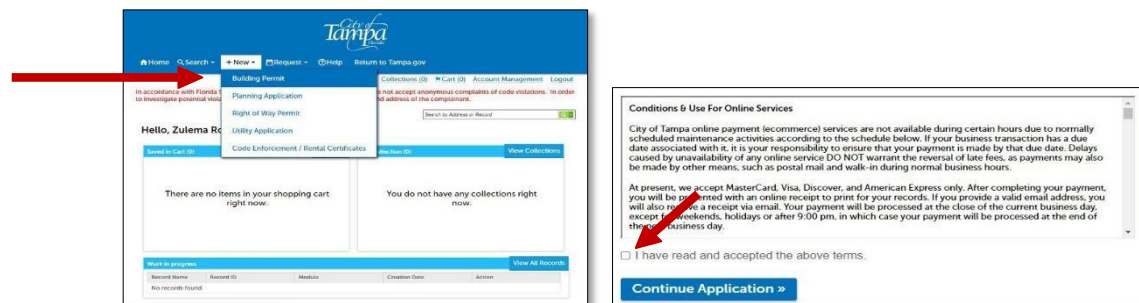
3. Accept the **Conditions & Use for Online Services**, then Click **Continue Application**.
4. **Select a Record Type**; Click on **Preliminary Plan Review**; Click **Continue Application**

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5. Next, fill out the project address. TIP: enter **only** the **Street No.** and **Street Name** (*don't enter W., N., etc, or St., Dr., Ave., etc.*) then click **Look Up**. For example, for **306 E. Jackson St.,** enter only **306** and **Jackson**, then click Look Up.

6. The system will search for that address and display the complete address, parcel and owner information, click **Continue Application**.

7. Applicant Information:
   Click SELECT FROM ACCOUNT to add yourself as a contact to this application.
   Click ADD NEW to add a non-registered Accela User as the contact to this application.
      Non-registered users may need to Register to have full access to the record.
   Click LOOK UP to find a registered Accela User and add them as a contact.
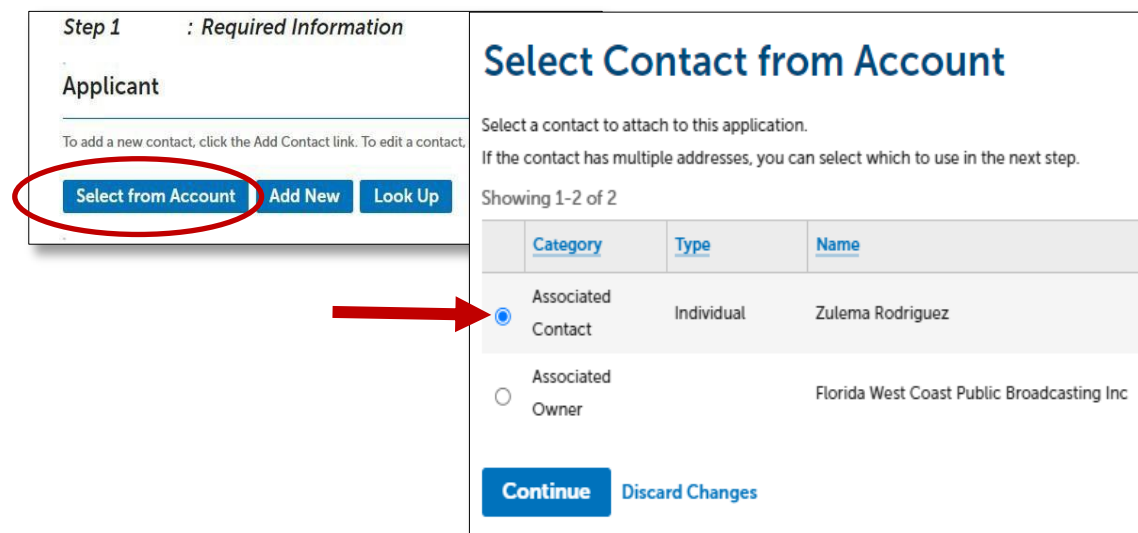
   TIP: To ensure accuracy and eliminate duplication, search by email address.
      First names could have variations (i.e.: Michael vs Mike) and might not be found

   After the contact has been successfully added, click **Continue Application**

   NOTE:
   If the name is not found, an account is required. You can still click ADD NEW, but the Contact will need to create an account before being having full access the record.

   (Note: *Additional Contacts or Licensed Professional are not needed at this time*.)
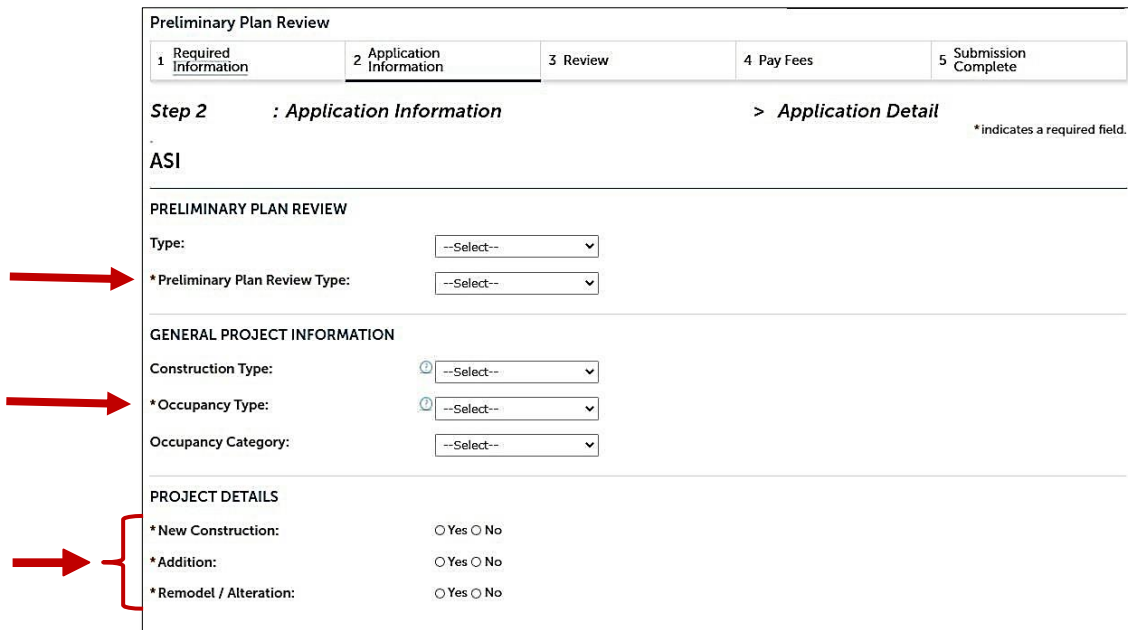
8. **"Step 2: Application Information"** Enter information for all required fields marked with an asterisk (*). Then, Click **Continue Application**.

9. At this point, an automatic System Message will populate, indicating the required Reviews based on your previous inputs. Click **Continue Application**.
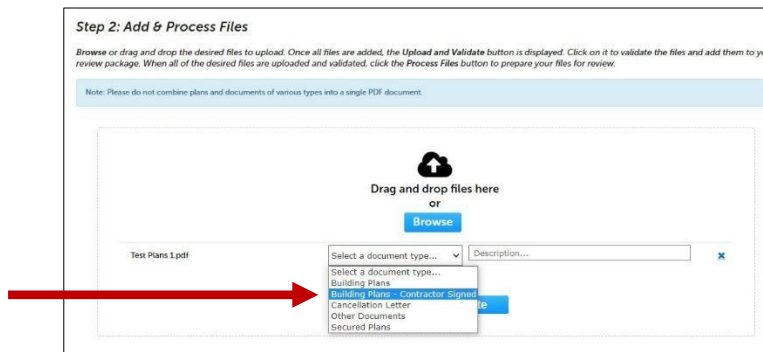
10. **"Step 3"** Review all previous entries and click **Continue Application**.

The system will prompt you to pay the **Application Fees** due at this time.
Click "**Check Out**" to process your online payment.

Once payment is processed, the PPR Record Number is displayed (make a note of it).
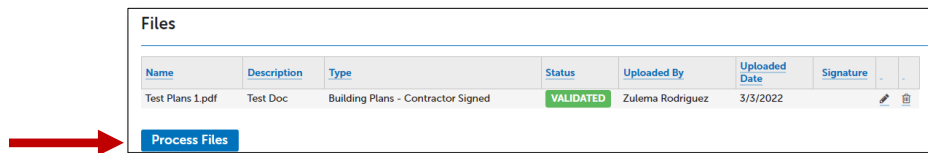

11. **Upload Plans and PPR Questions:**

a. **Select** "**Building Plans – Contractor Signed**" as the Document Type, and in the Description field, enter Project Name, SF, #of Stories, #of Units, etc.

b. **Select "Other Documents"** as the Document Type when uploading the PPR questions and the Narrative. For Description, enter "PPR Questions" or "Narrative".

c. **PPR Questions are required**: Submit specific technical and/or building code questions about the plans. This is not a full plan review, so questions are required.

d. After uploading all documents, Click [Upload and Validate]

REMINDER:
A PPR Application is considered incomplete if it is missing Payment, Plans, Narrative and/or Questions
The application will not be processed and a PPR Meeting will not be scheduled if it's incomplete.

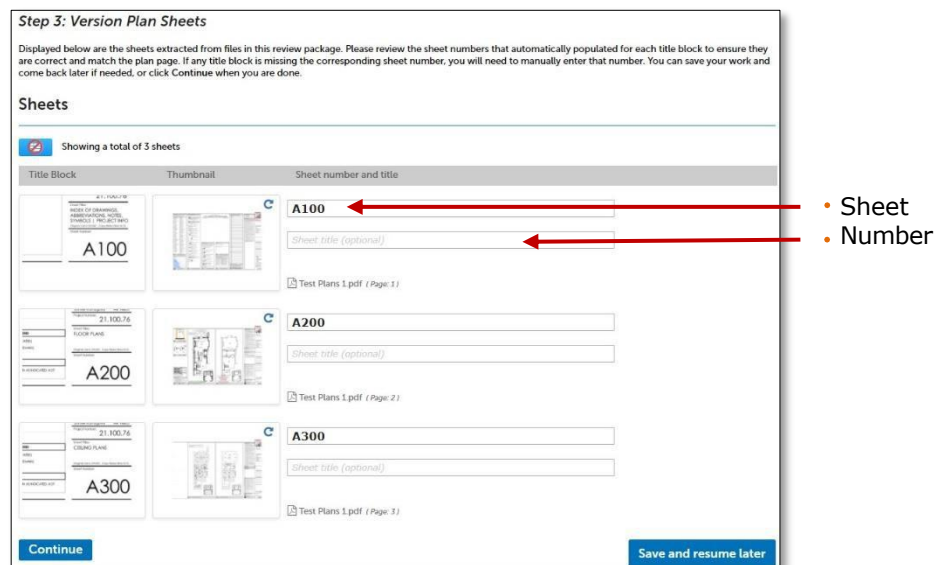c. Once VALIDATED, click **Process Files** to upload the Plans.

Notes:
1. **File Processing** could take time to complete. The system is separating the plan sheets and optimizing them for review.
2. After uploading Plans, the system will auto-number the pages. You can accept these sheet numbers or change them. Next, add an optional Sheet Title.
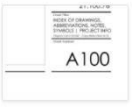

- Sheet
- Number

d. Click "BROWSE" again, to upload the document with your PPR Questions
- Remember, we can't process the application without questions
- Our Plan Reviewers are not conducting a full plan review; they are only looking at the portion of the plans that relates to the PPR questions.
- The more specific the questions are, the more detail the response

e. Click Continue when all documents have been uploaded

12. Click **FINISH** to complete the Preliminary Plan Review Application.

NEXT STEPS:
1. Allow up to 3 business days for the PPR application to be reviewed.
2. The PPR meeting will be scheduled for a date that is, at least, 15 business days after application was accepted.
3. All Contacts on the PPR record will receive the invitation for the PPR meeting. The contacts may then forward the meeting to anyone on their team that should participate in the PPR Meeting.

END