



STANDARD OPERATING PROCEDURES

Construction Services Division

Subject: Electronic Submittal Requirements

Last Updated: 12/31/2018

Purpose: To establish procedural guidelines in regard to submitting plans and supporting documentation electronically via Accela Citizens 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 Acrobat Pro DC.
- 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.).
- 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 (contractors) must contain an information block that includes the contractor's name, license number, signature, and contact information.

- Digital signatures must be placed on the first page only and must have Adobe Acrobat document properties set to allow Commenting, Filling of Form Fields, and Signing (see figure 1 on page 4).

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 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 ACA, 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 figures 2 and 3 on pages 5 and 6 of this document for examples of typical plan sheet bookmarks as well as recommended bookmark naming conventions).
- Plans must be generated to scale (e.g. 1/4" = 1', 1/8" = 1' or 1:10).
- Plans must be set to landscape orientation, oriented so that North is always at the top of the monitor.
- 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 ACA, 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, the entire set of plans/documentation that was disapproved must be resubmitted, including the pages that did not require corrections.

For example: If one (1) page of a 13-page architectural plan set is disapproved, the entire 13-page architectural plan set must be resubmitted, including the one (1) corrected page with changes made to address previous disapproval comments.

- All corrections shall be clouded; identified by number with a triangle and accompanied by a comment response letter that clearly identifies how and where the comment has been addressed on the plans.

Note: Comment response letters should not be combined with the resubmitted plan sets. Comment response letters should always be submitted as a separate PDF and labeled as “Other Documents” using the Document Category dropdown menu in ACA.

- File naming conventions for resubmitted plans/supporting documents must follow the same naming convention(s) as the original submittal(s).
- 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

Adobe Acrobat Document Properties

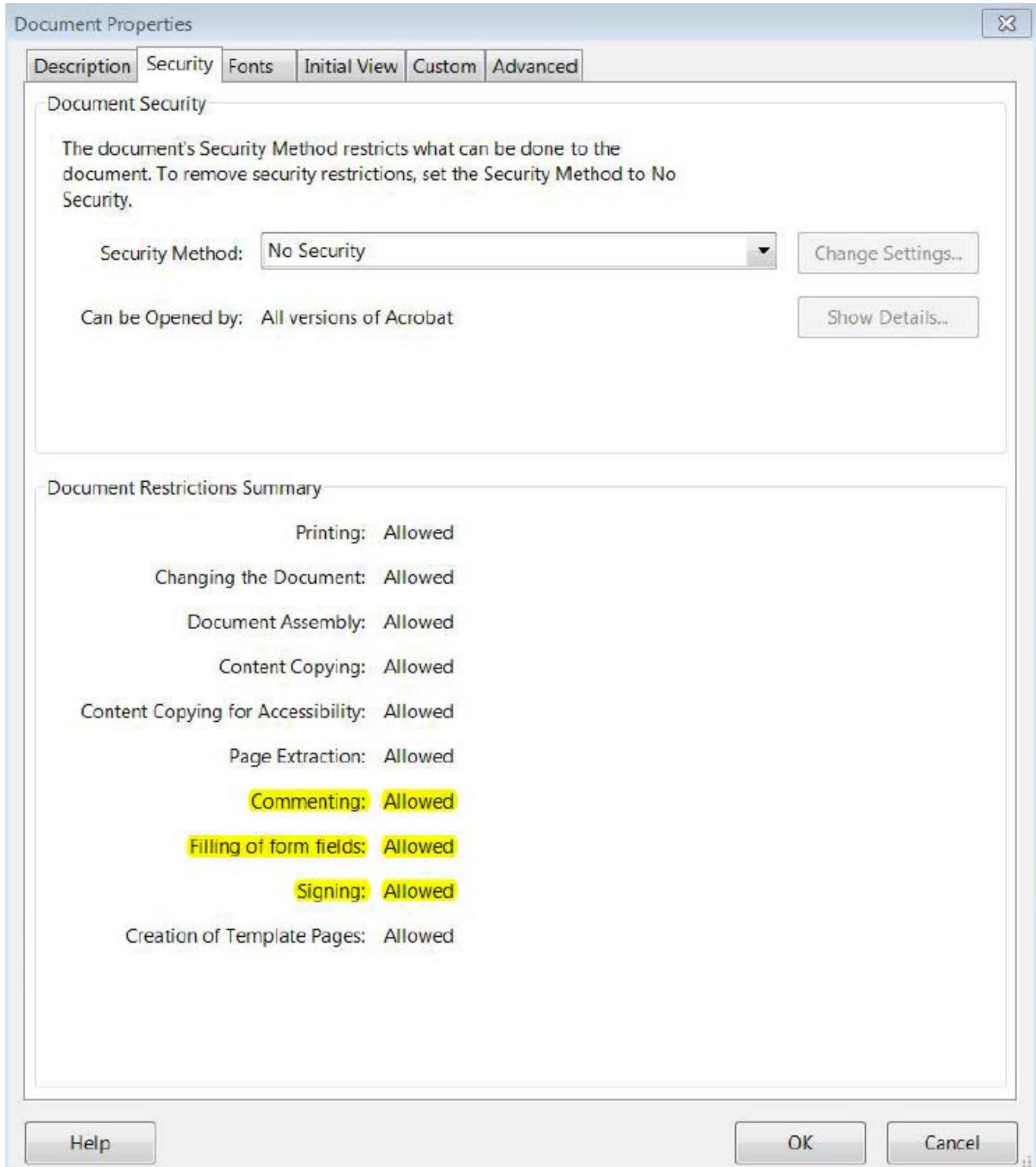
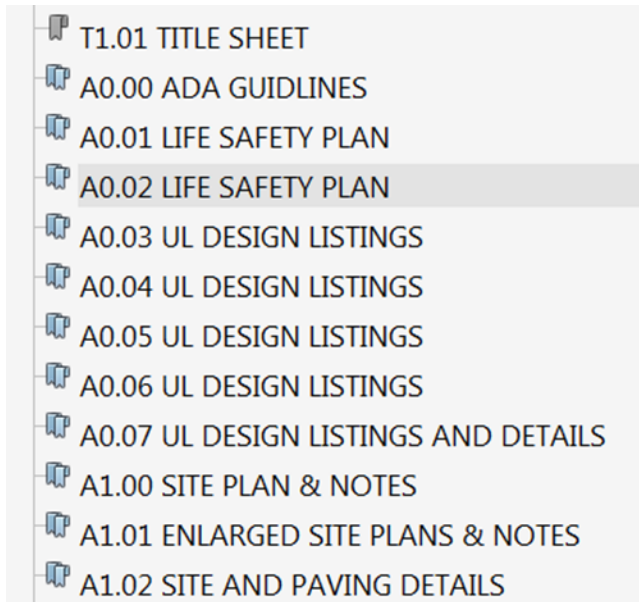


Figure 2

Typical Plan Sheet Bookmarks



- T1.01 TITLE SHEET
- A0.00 ADA GUIDELINES
- A0.01 LIFE SAFETY PLAN
- A0.02 LIFE SAFETY PLAN
- A0.03 UL DESIGN LISTINGS
- A0.04 UL DESIGN LISTINGS
- A0.05 UL DESIGN LISTINGS
- A0.06 UL DESIGN LISTINGS
- A0.07 UL DESIGN LISTINGS AND DETAILS
- A1.00 SITE PLAN & NOTES
- A1.01 ENLARGED SITE PLANS & NOTES
- A1.02 SITE AND PAVING DETAILS

Figure 3

Plan Sheet Bookmark Naming Convention

| PLAN SHEET BOOKMARK NAMING CONVENTION | | | |
|---------------------------------------|--------------------------------|--------|--------------|
| DISCIPLINE | PLAN SHEET BOOKMARK | PREFIX | SHEET NUMBER |
| COVER and INDEX | Record Number_Cover | | |
| | Record Number_Index | | |
| SURVEY | Prefix-Sheet Number-Sheet Name | SV | 001 thru 090 |
| GEOTECH | Prefix-Sheet Number-Sheet Name | GT | 001 thru 070 |
| CIVIL | Prefix-Sheet Number-Sheet Name | C | 001 thru 100 |
| SITE PLAN | Prefix-Sheet Number-Sheet Name | SP | 001 thru 010 |
| SWIMMING POOL | Prefix-Sheet Number-Sheet Name | SW | 001 thru 040 |
| LANDSCAPE | Prefix-Sheet Number-Sheet Name | L | 001 thru 080 |
| ARCHITECTURAL | Prefix-Sheet Number-Sheet Name | A | 001 thru 100 |
| INTERIORS | Prefix-Sheet Number-Sheet Name | ID | 001 thru 080 |
| STRUCTURAL | Prefix-Sheet Number-Sheet Name | S | 001 thru 090 |
| MECHANICAL | Prefix-Sheet Number-Sheet Name | M | 001 thru 110 |
| ELECTRICAL | Prefix-Sheet Number-Sheet Name | E | 001 thru 090 |
| PLUMBING | Prefix-Sheet Number-Sheet Name | P | 001 thru 080 |
| EQUIPMENT | Prefix-Sheet Number-Sheet Name | EQ | 001 thru 030 |
| FIRE (LIFE SAFETY) | Prefix-Sheet Number-Sheet Name | LS | 001 thru 010 |
| FIRE (FIRE PROTECTION) | Prefix-Sheet Number-Sheet Name | FP | 001 thru 050 |
| FIRE (FIRE ALARM) | Prefix-Sheet Number-Sheet Name | FA | 001 thru 050 |
| TELECOM | Prefix-Sheet Number-Sheet Name | T | 001 thru 030 |
| PRODUCT APPROVAL | Prefix-Sheet Number-Sheet Name | PA | 001 thru 090 |