

## QUICK START GUIDE: DIGITAL PLANS REVIEW

### 1. SUBMIT YOUR COMPLETED APPLICATION VIA EMAIL

Complete the Permit Application and email [digitalpermits@cityoforlando.net](mailto:digitalpermits@cityoforlando.net).

#### Required Fields on the Permit Application:

- Job Site Address or Parcel ID
- Job/Project Name
- Property owner Name & notarized signature on top of 3rd page
- Digital Plans Applicant Name/Company/Email/Phone
- Work Description
- Type of Work (select one)
- Plan Review Type
- Estimated Construction Cost
- Please allow 48 hours for processing your permit application.

### 2. PREPARE FILES FOR SUBMITTAL

Plans must comply with specific size and naming conventions to be accepted.

- Plans are not to exceed 36x48 E/O.
- **Each file must be one page only. Multipage drawing submissions will not be accepted.**
- **File name guidelines must be followed (See detailed guidelines below)**
- Affix a third-party verified digital signature or seal to the project submission for plans that are required to be signed and sealed.

### 3. INVITATION TO UPLOAD PLANS AND DOCUMENTS

The applicant will receive an email from [eplanOrlando@cityoforlando.net](mailto:eplanOrlando@cityoforlando.net) inviting them to upload the plans after the application has been processed and fees have been paid. First time users please see box below.

### 4. UPLOAD PLANS/DOCUMENTS

- Drawing files must be uploaded in Drawings Folder
- Document files must be uploaded in Document Folder

### 5. COMPLETE UPLOAD TASK

Once upload of plans is complete and applicant is ready to formally submit to the city:

- Select Project Tasks Tab
- Select Applicant Upload Task
- Select the Submission Complete tab

(Once the items in Step 5 are completed, city staff pushes the files out for review to all disciplines for review)

### 6. VIEW PROJECT STATUS AND COMMENTS

- Log into ProjectDox to review the comments & project status at any time
- Select Project Reports Tab.
- Select Changemark Report along with Department Review Status Report to view comments and review disposition. Select Workflow routing slip report to view progress.

### 7. PREPARE & UPLOAD CORRECTED FILES (IF APPLICABLE) "APPLICANT RESUBMIT"

- Revised files (drawings and documents) must be properly named. **DO NOT** change any file names when resubmitting plans. The corrected files **MUST** have the same file name as their original sheets.
- When corrected files are ready to be uploaded, Applicant logs into Project Dox and selects the permit number. Proceed with uploading the corrected files. Please be sure to submit a narrative or response to comments.
- Revised files that are uploaded correctly will automatically show "V2" after the file name.

### 8. PAY PLAN REVIEW NON-REFUNDABLE DEPOSIT FEE \*FOR COMMERCIAL PROJECTS ONLY\*

- An invoice will be emailed from [digitalpermits@cityoforlando.net](mailto:digitalpermits@cityoforlando.net) with the 25% non-refundable plan review deposit. Payment is due prior to commencing the 2nd plan review cycle. **This deposit must be paid before proceeding to the next step.** Payment may be made [online](#), by phone at 407.246.4444 or in person on the first floor of Orlando City Hall.

### 9. COMPLETE RESUBMIT TASK \*FOLLOW STEPS IN STEP 5\*

Once upload of plans is complete and applicant is ready to formally submit to the city:

- Follow steps in Step 5
- Select the two check boxes (located in the middle of the page)
- Select Resubmit Complete

(Once the items in Step 9 are completed, City staff pushes the files out for review to all disciplines)

**The review cycle continues until all the requirements are satisfied. You will receive an email from [eplanOrlando@cityoforlando.net](mailto:eplanOrlando@cityoforlando.net) when the project is approved and final fees need to be paid.**

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### 10. PAY REMAINING FEES

All fees must be paid in full before a permit is issued. Payment may be made [online](#), by phone at 407.246.4444 or in person on the first floor of Orlando City Hall.

### 11. PAY FEES TASK: \*FOLLOW STEPS IN STEP 5\*

- Follow steps in Step 5
- Select Return to Jurisdiction

**If contractor information was not submitted as part of STEP 1, please email [digitalpermits@cityoforlando.net](mailto:digitalpermits@cityoforlando.net) a copy of the first and third page (contractor information and digital applicant information only) of the building permit application. Contractor information section and digital applicant information section (1st page) + bottom portion of the 3rd page (NOTARIZED) must be completed and submitted. Permits can only be issued to the contractor or their designated Power of Attorney <http://www.cityoforlando.net/permits/wp-content/uploads/sites/29/2014/03/Special-Power-of-Attorney.pdf> Completed POA forms can be emailed to [digitalpermits@cityoforlando.net](mailto:digitalpermits@cityoforlando.net)**

### 12. PRINT YOUR PLANS, PERMIT AND INSPECTION CARD

- Once fees are paid, the contractor of record or his/her designated power of attorney will receive an email from [eplans@cityoforlando.net](mailto:eplans@cityoforlando.net) inviting them to download all files in the Approved Folder.
- Download all items from the Approved folder, print to scale, and post on the job site.

#### \*Revision / Document Hold submittal process

##### AFTER permit issuance

- Email [digitalpermits@cityoforlando.net](mailto:digitalpermits@cityoforlando.net) requesting to open the portal to submit revisions or document holds
- The portal will only be granted to the contractor of record or person with power of attorney
- Follow steps highlighted above
- Please ensure the revisions request form is uploaded in ProjectDox to allow for appropriate routing

#### Items to note:

- Once the task has been completed it cannot be removed, reversed, or deleted
- Files cannot be deleted after the first submittal; contact [digitalpermits@cityoforlando.net](mailto:digitalpermits@cityoforlando.net) if a file is accidentally uploaded (include file name)
- The digital applicant can add additional applicants, design professionals, and owners at the time a task is available for them to complete
- Changemarks (comments on the plans) can only be viewed on the drawings in the drawings folder after all reviews have been completed. Comments can still be viewed, at any time, via the Changemark and Department review status report via the Project Reports tab

## FIRST TIME USERS

### RECEIVE A TEMPORARY PASSWORD TO LOGIN

You will receive an email with the link to the Digital Plans Login Portal and a temporary password to login after your application has been processed.

### COMPUTER SET UP (IF NEEDED)

Powered by ProjectDox, the City of Orlando's Digital Plans software is designed to run best on Internet Explorer. Other browsers will not support all of the functions available to users. For the best user experience:

- Please ensure all pop-up blockers are turned off;
- Turn on the compatibility view with the Login Portal site added
- Add <https://plans.cityoforlando.net/ProjectDox/> to your TRUSTED SITES in the Internet Options under the Security tab.

Detailed instructions can be found If additional set up information is needed please visit our [website](#) for detailed instructions.

VISIT [CITYOFORLAND.NET/DIGITALPLANS](http://CITYOFORLAND.NET/DIGITALPLANS) TO LEARN MORE. NEED MORE ASSISTANCE?

Email [digitalpermits@cityoforlando.net](mailto:digitalpermits@cityoforlando.net)  
for City of Orlando Permitting Services Digital Plans Support

ProjectDox®

# GUIDELINES FOR PLAN SUBMITTAL

## DIGITAL SIGNATURES

We accept any third party verified digital signature

## PLANS ARE NOT TO EXCEED 36X48 E/O.

File names should follow a “Type-Page Number” format with one drawing page per file name. For example, Cover-0001, Wall-0002 or Detail-0003. Please note that multipage drawing submissions will not be accepted.

DRAWING TYPE	PLAN TYPE	COMPUTER FILE NAME
COVER SHEET	Cover	COVER_0001; TITLE_001
GENERAL SHEET	Information	G_0001
CIVIL SHEET	Site Layout	C_01; CO_001
LANDSCAPE	Landscape	L_0001
ARCHITECTURAL	Architectural/Building	A_0001; A1_0001
STRUCTURAL	Structural	S_0001
MECHANICAL	MECH/A-C	M_0001
PLUMBING	Plumbing/Gas	P_0001; PG_0001
FIRE	Fire/Sprinkler	F_0001; FS_0001
HARDSCAPE	Hardscape	H_001; H1_001

NEUTRAL FORMATS	EXTENSION
Portable Document Format	PDF
Content Sealed Format	CSF
Tagged Image Format	TIFF/TIF

CAD FORMATS	EXTENSION
906/907 Plot File	906/907
AutoCAD Drawing (2D) (through version 2015)	DWG
AutoCAD DXF (through version 2014)	DXF
AutoCAD Web Format (through 2015)	DWF
CADKEY	PRT
Computer Graphics Metafile	CGM
GTX Group III, IV	G3, G4, CG4
GTX Runlength	RNL
HP CAD ME10 (through version 13)	CMI, MI
HPGL Plot File	000, HGL,PLT, HPGL
IGES (2D) (version 5.2)	IGS, IGES
Inventor (2D) (versions 5.3 - 2015) *	IDW
MicroStation Drawing (through version 8.11, including XM, V8i)	DGN
MicroStation Group IV	CIT, TG4
MicroStation Runlength	RLE

DOCUMENT/IMAGE FORMATS	EXTENSION
Adobe Photoshop Document	PSD
ANSI Text File	ANS
Apple iWorks Numbers	NUMBERS
Apple Keynote	KEY
Apple Pages	PAGES

DOCUMENT/IMAGE FORMATS (CON'T)	EXTENSION
AutoShade Rendering File Format	RND
Bentley Reference	REF
Bentley TG4	TG4
Bitmap Graphic file	XBM
Comma Separated Values	CVS
Corel Draw	CDR
Corel Presentations	SHW
Corel WordPerfect	WP5, WP6, WPD, WPF
DataBase Formats	DBF
Extensible Markup Language	XML
Fax file	FAX, GP4
FAX CITT Group 3 Fax	FAX
Hangul Word Processor	HWP
Hyper Text Markup Language	HTML, HTM
ICA Citrix	ICA
IGC Content Secure Format	CSF
IGC Group Format	GRP
IGC Markup	MRK
IronCAD drawing – embedded PDF	ICD
Kodak Photo CD File	PCD
Letter	LTR
LOTUS	PIC, PRZ, WK1, WK3, WK
Macintosh Picture Image file	PICT, PCT
MegaBitz Graphic Language	XGL
Micro Illustrator Uncompressed Graphic	MIL
Micrografx	DRW
Microsoft Access (2007, ACCDE, database wizard)	ACCD, ACCDE, ACCDA
Microsoft Email	MSG, EML
Microsoft Excel	XLS, XLT, XLSX, XLSM, XLSB, XLTX, XLTM
Microsoft Office Open XML	WMF, WMP
Microsoft PowerPoint	PPS, PPT, PPTX, PPTM, PPSX, PPSM, POTX, POTM, PP7
Microsoft Publisher	PUB
Microsoft Word HTML	DOCHTML
Microsoft Word	DOC, DOCX, DOCM, DOTX, DOTM, DOT
Microsoft Works	WDB, WPS, WDB
Microsoft Write	WRI
QuattroPro	WB1, WB2, WQ1
Rich Text Format	RTF
Text file	TXT
Unix Manual File	MANU
Volkswriter 3 & 4	VW
Windows Metafile	WMF, WMP
Windows Write	WRI
WordStar	WS