

**HILLSBOROUGH COUNTY
BUILDING SERVICES DIVISION**

Policy No. 02-004
Issue Date: February 1, 2008
Effective Date: February 4, 2008
Supersedes: December 3, 2007

Plans on File (POF) Policy Directive

Subject: Since January 2002, the PGM Building Services Division (BSD) has provided the development community with the alternative of submitting construction plans for single family dwellings, including fee-simple town houses, for pre-approval when a single design or house model is anticipated to be used on multiple parcels of land.

Purpose: This policy, called “Plans-On-File (POF)”, has reduced the turnaround times on building permits by reducing the amount of paper work that is processed by both the permit holders, authorized agents and the BSD staff.

Policy Statement:

Effective December 3, 2007, all construction plans submitted by licensed contractors or their authorized agents for pre-approval and conformance with the County’s “Plans-On-File” (POF) policy must follow the procedures for the electronic submission of plans as outlined below.

Modifying the POF policy to include procedures for the electronic submission of plans is needed to ensure “Getting to 10” and the ten (10) working day turnaround time on residential permits established for “plain vanilla” single family dwellings and fee simple townhouses.

A “plain vanilla” single family dwelling or townhouse:

- Must have a “blanket” (subdivision) Land Alteration Landscape (LAL) permit.
- Shall not be located in special flood hazard areas (A Zones), regulatory floodways or velocity (V) flood zones.
- Shall not be located in the County’s Wind Borne Debris Protection Region.
- Shall not utilize alternate methods of design or construction proposed as equivalencies to the building code requirements.
- Shall not utilize unique or proprietary structural design and/or construction techniques
- Shall not exceed three (3) stories in height and 7,000 square feet in gross building area.
- Shall be designed for a Basic Wind Speed of 120 mph, 3-second gust.

The following conditions and/or exceptions apply to POF one-design plan submissions:

- POF submissions require one complete set of engineered plans in an electronic (digital) format that conforms to the submittal requirements outlined below. Two (2) signed and sealed sets of paper plans are no longer accepted.
- POF submissions require a nonrefundable plan review fee in accordance with the BSD Building Permit Fee Schedule to be paid when requesting pre-approval of a single house design or model that is anticipated to be used on multiple parcels of land.

- POF submissions require correspondence from the licensed contractor (permit holder) requesting that a specific one-design model be reviewed for “Plans on File” status. This letter shall include a unique name or model number, to be referenced by the permit applicant on future building permit applications.
- POF approvals are in effect for a maximum of three (3) years, unless the design professional of record has designated a lesser period, or if a revision to the Florida Building Code or local building code has resulted in a conflict with the approved plans.

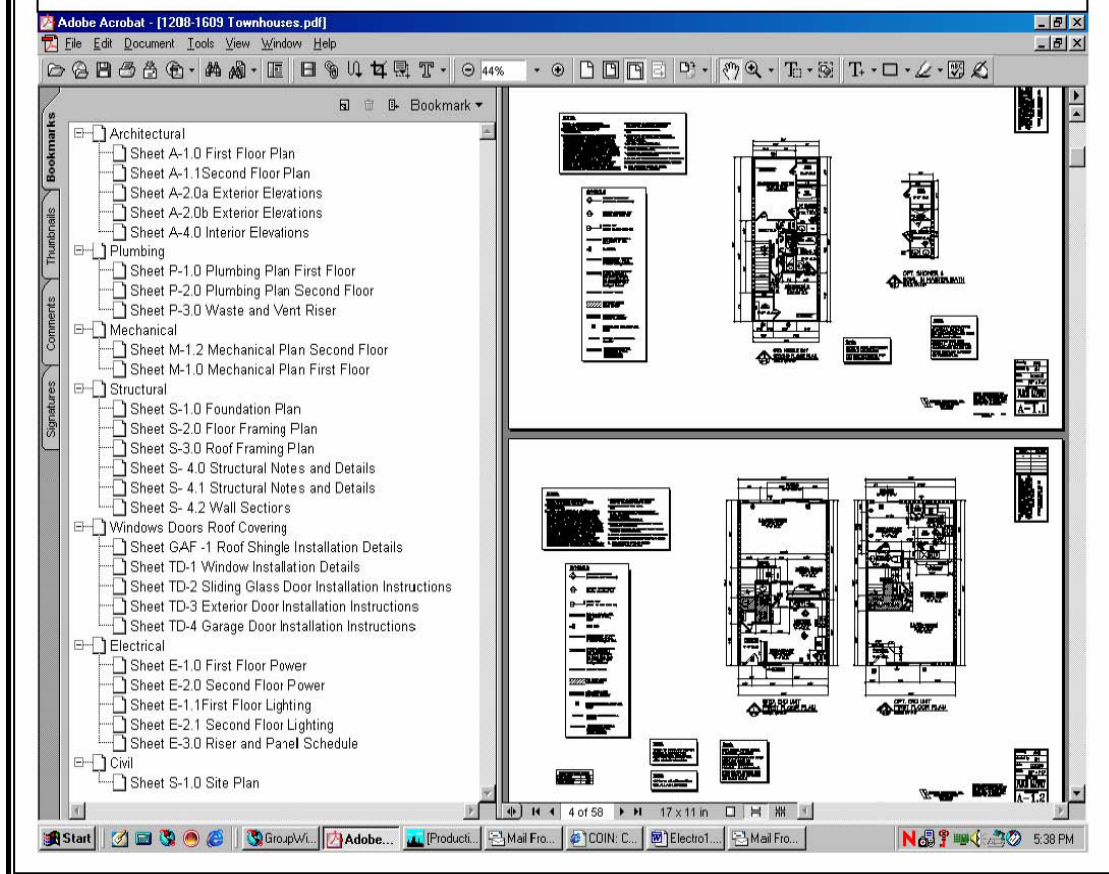
Once a one-design or house model has been pre-approved and achieved POF status, the following items are required in order to obtain a building permit:

- The permit applicant or authorized agent shall request in correspondence the issuance of a building permit based on the POF status. This letter shall identify the unique name or model number for which the building permit is being requested.
- An engineered, site-specific site plan shall be submitted along with a building permit application.
- The permit applicant or authorized agent shall pay a nonrefundable, supplemental processing fee of \$51.00 upon submittal of the correspondence, POF building permit application and site plan. This processing fee will offset our costs associated with the processing of the permit, zoning review and the burning of the CD to be returned to the permit applicant or authorized agent.
- The permit holder or authorized agent shall pay the total building permit fee in accordance with the BSD Building Permit Fee Schedule and Appendix I upon issuance of the building permit in an electronic format described below.

REQUIREMENTS FOR THE ELECTRONIC (DIGITAL) SUBMISSION OF PLANS:

1. All digital files shall be PC compatible. All digital documents shall be in Portable Document Format (PDF) and compatible with ADOBE ACROBAT Version 7.0 or greater.
2. One (1) Compact Disc (CD) is required to be submitted. The content of this CD must be separated into four (4) files and labeled as follows:
 - **File A “Engineer Plan.pdf”** will contain a complete set of architectural plans, details and all required attachments. File A will be the original digitally signed and secured engineered plans. Engineer will secure document to ensure no changes or modifications except printing.
 - **File B “Building Plan.pdf”** will contain a complete set of architectural plans, details and all required attachments. File B will be unsecured and unsigned. This file will be utilized by the Building Plans Examiner for application of appropriate approval stamps, security settings and digital signature. Plans Examiner will secure document to ensure no changes or modifications except printing.
 - **File C -“Energy Forms.pdf”** will contain the full set of Energy Forms (600A), Energy Display Card and Manual J Form added by builder/engineer. No security or signatures are necessary or required. The Plans Examiner will review and approve these documents electronically.
 - **File D – “Approved Options.pdf”** will contain any options that pertain to the model submitted. This file will be used by the plans examiner during the review process to ensure the options selected on the list pertain to that model.

BOOKMARKS – Each submitted PDF file shall include bookmarks that will clearly identify each sheet in the file. See example below.



BOOKMARKS ARE REQUIRED ON EVERY ELECTRONIC PLAN SUBMISSION

- **Identification Requirements:** All PDF files shall be submitted on one (1) compact disc (CD) with the disc and sleeve case properly labeled with the contractors' name, telephone number, and address of the location of construction. It is important to label both the CD as well as the sleeve/case.
- **Document Security:** Refer to "Submission Requirements". All engineered plans will require a 128-encryption "digital signature" of the Design Professional of Record to be verified by the plans examiner during plan review.
- **Plan Scale & Paper Size:** The design professional is required to set the scale of their drawings to no less than 1/8" = 1'- 0" and print to 11" x 17" paper. In cases where 1/8" scale is not feasible on 11x17, 24" x 36" size will be acceptable.
- **Font Size and Type:** All text shall be either Times New Roman or Arial no smaller than 8 pt.
- **Page/File Orientation:** All sheets shall be properly oriented so that the top of the page is always at the top of the monitor. **A 3" x 3" area at the top left corner of each page shall be left empty for the placement of the Plans Examiner approval stamps and signature.** All architectural, structural, mechanical, electrical, and plumbing plans shall be in one file so that the plans examiner may scroll through the file and have the ability to view all pages without opening another file. Or, in the case where there are different design professionals for each discipline, the architectural, structural, mechanical, electrical and plumbing plans may be in separate files as long as all sheets for each discipline are contained in a single file.

- **Scanned Documents:** PDF documents produced by scanning paper documents are usually inferior to those produced from an electronic source. Documents that are available only in paper should be scanned at resolutions that will ensure pages are legible both on the computer screen and when printed. Therefore, we highly recommend scanning at 300 dots per inch (dpi) to balance legibility and file size.

Plans Examiner's Responsibilities:

- **File A/Engineer Plan** will be viewed only for structural plan review by the Plans Examiner.
- **File B/Building Plan** will be approved via watermark, digitally signed and secured by the Plans Examiner.
- **File C/Energy Forms** will be reviewed by the Plans Examiner and watermark/ approval stamps affixed.
- **File D/Approved Options** will be reviewed by the Plans Examiner and watermark/ approval stamps affixed.

Approval Distribution:

FILE A (Engineer's original signed and secured plan), **FILE B** (Hillsborough County approved signed and secured plan), **FILE C** (Approved Energy Forms), and **FILE D** (Approved Options) will be burned to a new CD and distributed to the Permit Applicant at time of permit payment and pick-up.

Contractor Site Requirements:

The applicant will be required to have a hard-copy of all county approved documents (Files B, C & D) available as a hard copy at the job site for the inspector's use. The size and dimension of the printout shall be legible and readable. Plans, site plans and surveys shall be 11" x 17" or larger with other associated documentation being on 8 ½" x 11" or larger.

EXPIRATION DATE:

All current "Plans on File" shall expire upon the effective date of the 2007 Florida Building Code. This new date is scheduled for October 2008.

Prepared by:

Wayne Francis



Manager, South County Satellite Office

February 1, 2008

Date

Approved:

Jerry Sparks



Building Services Division Director

February 1, 2008

Date