PERMIT APPLICATION AND E-PLAN SUBMITTAL GUIDE

How to submit electronic plans and apply for permits with Fast Track Online Services - Residential and Commercial Building Permits

FAST TRACK USER GUIDE

Orange County Division of Building Safety
April, 2020
Table of Contents

1 Introduction .......................................................................................................................... 1-4
  1.1 Scope and Purpose .......................................................................................................... 1-4

2 Getting Started; Registration, Requirements and Resources .............................................. 2-5
  2.1 Registering and Logging-in ............................................................................................. 2-5
    2.1.1 Account types ........................................................................................................... 2-5
    2.1.2 Special Instructions for Owner-Builders ................................................................. 2-5
    2.1.3 Account access ......................................................................................................... 2-6
  2.2 Documentation Requirements .......................................................................................... 2-6
  2.3 Font Requirements .......................................................................................................... 2-6
  2.4 File Requirements .......................................................................................................... 2-6
  2.5 Forms, Fees and Resources – How to Download Permitting Forms .................................. 2-7
  2.6 File Naming Conventions .............................................................................................. 2-7
    2.6.1 Project Documentation File Naming Conventions .................................................... 2-8
    2.6.2 Plan File Naming Conventions ................................................................................ 2-8
  2.7 Digital Signature Requirements ...................................................................................... 2-10
    2.7.1 Electronic Signature versus Digital Signature ........................................................ 2-10
    2.7.2 Electronic Signatures versus Digital Signatures - What's the difference? ................. 2-10
    2.7.3 Tools and Components of a Digital Signature ......................................................... 2-10
    2.7.4 Signing .................................................................................................................... 2-11
    2.7.5 Third-Party Certificate Authorities ......................................................................... 2-11
    2.7.6 Verification .............................................................................................................. 2-12
    2.7.7 Testing Your Certificate .......................................................................................... 2-12
    2.7.8 Digital Signature Bar ............................................................................................... 2-13
    2.7.9 Accuracy Statement Requirement for Professional Engineers ................................. 2-13
    2.7.10 Digital Signature Checklist .................................................................................... 2-14

3 Residential Permit Application and Plans Submittal ............................................................ 3-14
  3.1 Getting Started ............................................................................................................... 3-14
  3.2 Apply for a Permit .......................................................................................................... 3-14
  3.3 Residential Permit Application Step 1: Addressing ....................................................... 3-15
    3.3.1 Choose Existing Address ....................................................................................... 3-15
    3.3.2 Request an Address from Zoning ......................................................................... 3-15
  3.4 Residential Permit Application Step 2: Building and Work Type .................................... 3-16
  3.5 Residential Permit Application Step 3: Permit Application Page 1 ................................. 3-17
    3.5.1 Application Page 1 – Top ....................................................................................... 3-17
    3.5.2 Application Page 1 – Bottom ................................................................................. 3-17
  3.6 Residential Permit Application Step 4: Plans and Documents Upload ............................ 3-18
    3.6.1 File Upload Error Message ..................................................................................... 3-19
    3.6.2 “Other Documents” Upload .................................................................................. 3-19
    3.6.3 Uploaded Files – Awaiting Verification .................................................................. 3-20
3.7 Residential Permit Application Step 5: Submit or Save .................................................. 3-21
3.8 Fee Payment ................................................................................................................. 3-21
3.8.1 Fee Payment Options .......................................................................................... 3-22
3.8.2 Transaction Receipt ....................................................................................... 3-22
4 Commercial Permit Application and Plans Submittal .................................................. 4-23
4.1 Getting Started ........................................................................................................ 4-23
4.2 Apply for a Permit .................................................................................................... 4-23
4.3 Commercial Permit Application Step 1: Addressing .............................................. 4-24
4.3.1 Choose Existing Address ............................................................................... 4-24
4.3.2 Request an Address from Zoning ................................................................. 4-24
4.4 Commercial Permit Application Step 2: Building and Work Type ....................... 4-25
4.5 Commercial Permit Application Step 3: Permit Application Page 1 ..................... 4-26
4.5.1 Application Page 1 – Top ............................................................................. 4-26
4.5.2 Application Page 1 – Bottom ..................................................................... 4-26
4.6 Commercial Permit Application Step 4: Associated Permits ............................... 4-27
4.7 Commercial Permit Application Step 5: Plans and Documents Upload ................ 4-28
4.7.1 File Upload Error Message ........................................................................... 4-29
4.7.2 “Other Documents” Upload .......................................................................... 4-29
4.7.3 Uploaded Files – Awaiting Verification ......................................................... 4-30
4.8 Commercial Permit Application Step 6: Pay Applicable Fees ............................... 4-31
4.8.1 Fee Payment Options ................................................................................. 4-31
4.8.2 Transaction Receipt ..................................................................................... 4-32
5 Permit Statuses Key ..................................................................................................... 5-33
5.1 Tracking Your Review Status .................................................................................. 5-34
5.1.1 In-Review Status ......................................................................................... 5-34
5.1.2 Post-Review Statuses .................................................................................... 5-34
5.2 Plan Review Comments ......................................................................................... 5-35
5.2.1 Plan Review Comments Email ..................................................................... 5-35
5.2.2 Plan Review Comments Letter ....................................................................... 5-35
6 Additional Permit(s) During the Review Process - Creating a Project ...................... 6-36
6.1 Permit Statuses .......................................................................................................... 6-37
7 Submitting Plans Corrections and Revisions ............................................................... 7-38
7.1 Submitting Plans Corrections .................................................................................. 7-38
7.2 Submitting Plans Revisions ................................................................................... 7-38
7.3 Completing a Corrections or Revisions Submission ............................................ 7-38
8 Ready to Issue Status .................................................................................................. 8-39
8.1 Email Notification .................................................................................................... 8-39
8.2 Ready to Issue Letter .................................................................................................................................................. 8-39

9 Assigning a Contractor and Contractor Verification ........................................................................................................ 9-40
  9.1 Assigning a Contractor ................................................................................................................................................. 9-40
  9.2 Contractor Verification .................................................................................................................................................... 9-41

10 Permit Issuance .................................................................................................................................................................. 10-42
  10.1 Download Issued Permit from Fast Track ..................................................................................................................... 10-42
  10.2 Building Permit Form ...................................................................................................................................................... 10-43

11 Next Steps: Notice of Commencement and Inspections ...................................................................................................... 11-44
  11.1 Notice of Commencement .............................................................................................................................................. 11-44
  11.2 Inspections ................................................................................................................................................................. 11-44

12 Contact Information ............................................................................................................................................................. 12-45
1 Introduction

Electronic transmission of information has become commonplace and increased efficiency in today’s on-demand world. Utilizing telecommunication to reduce time, cost and waste is an important step forward for the construction industry. Orange County Government has developed Fast Track Online Services to support the construction industry and meet the technological needs for online permitting and plan submission.

This training guide was developed in order to guide customers through the submission process. This guide covers examples of Residential and Commercial Building Permit applications, but the process is similar for Sub-Permit types such as Electrical, Mechanical, Plumbing and Fuel/Gas. This course is also available in an Interactive Training Course.

Building Permitting Process
The goal of the building permit process is to create an official public record of construction activity that aims to protect the safety of everyone involved in the project, both directly and indirectly, from the workers on the job, to nearby residents, to the final occupants of the completed structure.

Electronic Permitting
The electronic permit application process depends on the authenticity of information. Certain documents such as plans/drawings will need to contain digital signatures which ensure that documents have not been altered since they were signed by design professionals; i.e. architects and Professional Engineers. In order to efficiently and automatically organize documents uploaded to this system, and facilitate project version tracking, file naming conventions have also been established by Orange County Government. These naming conventions must be followed in order for the system to automatically recognize and organize uploaded files. The File Naming Conventions section of this guide covers these requirements in detail.

1.1 Scope and Purpose

This document provides step-by-step instructions for effective use of Orange County’s Fast Track Online Services. It follows the same structure as the Interactive Training Course. This guide covers initial membership registration, online permit applications for residential and commercial construction and the electronic plans and document upload process. These procedures apply to contractors, sub-contractors, expeditors and design industry professionals who submit permit applications and/or upload electronic plans to Orange County Government, Florida.

This user guide is intended to be a reference and educational tool and is not all-inclusive. We invite you to take a free training class offered by the Orange County Division of Building Safety for increased likelihood of successful permit applications. You may register for a training class, either in-person or virtual on the FastTrack home page (FastTrack.OCFL.net), just click on the red, “Training” icon.

Training videos have been developed in order to provide quick training for many Fast Track Processes. We encourage you to familiarize yourself with Fast Track by watching these informative videos on the Fast Track Video Library page.
2 Getting Started; Registration, Requirements and Resources

Let's get started by learning how to register and login to Fast Track and covering the requirements you will need to be familiar with to successfully navigate the process.

2.1 Registering and Logging-in

In order to submit Electronic Plans or submit permit applications, you will need to become a registered user of Fast Track Member Services (FastTrack.OCFL.net). Any Licensed Contractor or Non-Contractor may apply for a Fast Track Account. Detailed instructions for user registration are located on the Registration Instructions page on Fast Track. You can reach this page by visiting the Fast Track homepage and clicking on the “Register” button.

A tutorial video is located on the Video Library page that covers the account types, registration process and logging in for the first time. View the Register and Login video on the Fast Track Video Library Page.

2.1.1 Account types

There are two account types that may be registered:

- **Licensed Contractors** *(General Contractors and Sub-Trades)*

  This type of account has access to permit applications, Electronic Plans Upload tools, Fee payment and the entire suite of search and research tools. To get started with registering a licensed contractor account, please download the form. This form must be completed and emailed to ContractorLicensing@ocfl.net.

- **Non-License Holders**

  This type of account may apply for permits, upload Electronic Plans, pay fees and access the entire suite of search and research tools.

  This type of account is generally utilized by two groups.

  - Those who apply for permits on behalf of a contractor or before a job goes to bid.
  - Homeowners who may apply for Owner-Builder Permits and Fence Permits

  One may apply for Building (commercial and residential) and Sub-permit applications on behalf of a contractor in order to expedite the permitting process. For a permit to actually be issued, a Licensed Contractor, who also must have a Fast Track account, must be assigned to the permit. The license holder must login to their account to verify the permit before it will be issued.

  For a Building permit, this may occur up to the point of the permit being ready to issue, but for sub-permits, the contractor license number must be entered during the initial application process. To setup this type of account, you may register electronically, using the online form.

2.1.2 Special Instructions for Owner-Builders

Homeowners are now able to use Fast Track Member Services to apply for Owner-Builder Permits and Fence Permits. There are two options for homeowner accounts: Owner-Builder accounts which will require remote identification verification and the completion of an Owner-Builder Disclosure Statement in order to comply with Florida Statute, and Fence Permit accounts which do not require this

2.1.3 Account access

Once you have completed registration, you will receive an email with a temporary password within 24-48 hours. You will login for the first time with this password and be prompted to change this password. Once you have changed the password, you are ready to begin using Fast Track Member Services.

2.2 Documentation Requirements

For a list of documentation necessary in order to submit a permit application, please visit the Permit Types page on www.OCFL.net and click on the permit type you wish to apply for. These requirement pages outline document submission requirements for various permit types. The requirements were originally built for paper submissions and only 1 copy of each document is necessary for electronic submission.

2.3 Font Requirements

Some fonts will not work with the Fast Track and backend reviewing software. If an unrecognized font is used, issues may occur during the upload and stamping processes. Please use one single font for a set of plans.

- Accepted fonts include basic system fonts such as Arial and Times New Roman in their standard format.
- Rejected fonts include Arial MT and Arial Bold. Rejected versions of standard fonts tend to include "Bold, Black or Rounded" in the font name. Please try to avoid font versions that use these special descriptors.
- Specialized, user-installed fonts do not work. Please avoid using custom or specialized fonts

2.4 File Requirements

Uploaded files must follow a set of requirements in order to be accepted by Fast Track and speed up the review process. Use this checklist to make sure you are ready to upload your plans and documentation.

✓ Files are saved in PDF Format.
✓ Files follow the Naming Conventions. This will be covered in the following section.
✓ Files are in appropriate format according to their type:
  - **Project Documentation:** Files must be uploaded in portrait orientation. Some documents may have landscape pages within them, i.e. Truss Engineering. This is acceptable as long as the cover page is portrait. Multiple pages are allowed, but do not combine different reports. Upload one type of file at a time.
  - **Plans and Drawings:** Plans and Drawings must be uploaded in landscape orientation. If a plan has been designed in portrait orientation, please submit as a Project Document. Each file must contain only a single page. Layered files are not accepted, please be sure to merge layers prior to uploading.
✓ Architectural or Professional Engineered Plans/Drawings should have each page digitally signed and sealed. This will be covered in the Digital Signature lesson of this course.
✓ Files must be formatted in standard sizes. Examples of accepted standard file sizes: 8.5x11, 11x17, 24x36, 30x42.
2.5 Forms, Fees and Resources – How to Download Permitting Forms

This resource is very important to be aware of. The link, which is located in the sidebar, is visible from any page on Fast Track.

This is a screenshot of the Forms, Fees and Resources webpage on Fast Track. The first link on the list will take you to the Permitting Forms page on www.ocfl.net.

This page contains many helpful links including the Permitting Forms link where you will be able to download the PDF version of all permit applications, Revision Request Sheets, Blower Door Test forms and much more.

2.6 File Naming Conventions

In order for the Fast Track system to recognize and automatically organize uploaded plan files, files must follow a specific format, called naming conventions. This requirement speeds up the review time by assisting reviewers in the identification of files. This sounds complicated but is really quite simple. There are two categories of files; plans and documents that must be reviewed and project documentation.
2.6.1  **Project Documentation File Naming Conventions**

Any supporting document that is not part of the architectural or Professional Engineered drawings and/or plans set must have a "PD-" prefix in order for the system to accept the upload. After the prefix, add a short description of the file such as “energy-calcs”. For this example, you would save the file as “PD-Energy-Calcs.pdf”.

Here is a helpful list of requirements:

- File names must include the prefix (PD-) which is known as the description code.
- Must be PDF format.
- Files are accepted in portrait orientation.
- Multiple pages per file is allowed.
- File names must not exceed 40 characters.
- You may use dashes to separate words in the file name or push the words together as in the examples below. Do not leave any blank spaces or use commas or special characters.

2.6.2  **Plan File Naming Conventions**

Architectural or Professional Engineered drawings and/or plans must follow the file naming conventions outlined below in order to be accepted by the system and automatically organized. File names must start with the appropriate prefix to identify their type. Refer to the chart on the following page to identify the prefix. The prefix should be followed by a three-digit sequential number identifying the order of the pages starting with 001, then 002, and so on for each page in the plan file. You must label every sheet that you upload in sequential order and not skip any numbers. After the prefix and sequential page number, please enter the sheet number that the design professional gave to that page, usually found in the lower right-hand corner of the document. Finally, add a short description of what that plan sheet is showing such as “First-floor”

**Example: A001-A1.1-First-Floor.pdf**

- File names must include the prefix which is known as the description code.
- Only PDF files are accepted.
- Files are accepted in portrait or landscape orientation.
- Only one page per file is allowed.
- File names must not exceed 40 characters.
- You may use dashes to separate words in the file name or push the words together as in the examples below. Do not leave any blank spaces or use commas or special characters.

To further explain the sequential numbering requirements, design professionals use various methods to name their sheets and are not always sequential. For example, the design professional may have named the sheets A1.1, A1.2 then A2.1, followed directly by B1.1. For this reason, we ask that the individual pages that are being uploaded are assigned the sequential order of 001, 002, etc. so that we can be sure that no sheets were missed.
### Documentation Naming Conventions

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Project Type</th>
<th>File Name Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD</td>
<td>Assemblies/Penetrations</td>
<td>PD-Assemblies-Penetrations.pdf</td>
</tr>
<tr>
<td>PD</td>
<td>Energy Calculations</td>
<td>PD-Energy-Calculations.pdf</td>
</tr>
<tr>
<td>PD</td>
<td>Installation Instructions</td>
<td>PD-Installation-Instructions.pdf</td>
</tr>
<tr>
<td>PD</td>
<td>Product Approval</td>
<td>PD-Product-Approval.pdf</td>
</tr>
<tr>
<td>PD</td>
<td>Structural Calculations</td>
<td>PD-StructuralCalculations.pdf</td>
</tr>
<tr>
<td>PD</td>
<td>Threshold Inspection Plan</td>
<td>PD-Threshold-Inspection-Plan.pdf</td>
</tr>
<tr>
<td>PD</td>
<td>Truss Engineering</td>
<td>PD-TrussEngineering.pdf</td>
</tr>
<tr>
<td>PD</td>
<td>Drain/Storm Calculations</td>
<td>PD-Drain-Storm-Calculations.pdf</td>
</tr>
<tr>
<td>PD</td>
<td>Fire Flow Calculations</td>
<td>PD-Fire-Flow-Calculations.pdf</td>
</tr>
<tr>
<td>PD</td>
<td>Hydraulic Calculations</td>
<td>PD-Hydraulic-Calculations.pdf</td>
</tr>
<tr>
<td>PD</td>
<td>Site Work Cost Estimate</td>
<td>PD-Site-work-Cost-Estimate.pdf</td>
</tr>
<tr>
<td>PD</td>
<td>Corrections/Revisions Request Sheet</td>
<td>PD-Corrections-Revisions-Request.pdf</td>
</tr>
</tbody>
</table>

### Plan Naming Conventions

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Project Type</th>
<th>File Name Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Architecture</td>
<td>Format = A001-PlanSheet#-PlanName</td>
</tr>
<tr>
<td></td>
<td>Example: A001-A1.1-CoverSheet.pdf</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Civil</td>
<td>Format = C001-PlanSheet#-PlanName</td>
</tr>
<tr>
<td></td>
<td>Example: C001-C01-SitePlan.pdf</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Electrical</td>
<td>Format = E001-PlanSheet#-PlanName</td>
</tr>
<tr>
<td></td>
<td>Example: E002-E101-ElectricalDiagram-Floor1.pdf</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Fire Protection</td>
<td>Format = F001-PlanSheet#-PlanName</td>
</tr>
<tr>
<td></td>
<td>Example: F002-FP12-FireProtectionExits.pdf</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Gas</td>
<td>Format = G001-PlanSheet#-PlanName</td>
</tr>
<tr>
<td></td>
<td>Example: G001-G001-GasLineDiagram.pdf</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Landscape</td>
<td>Format = L001-PlanSheet#-PlanName</td>
</tr>
<tr>
<td></td>
<td>Example: L001-L101-LandscapeTreeRemoval.pdf</td>
<td></td>
</tr>
<tr>
<td>LI</td>
<td>Irrigation</td>
<td>Format = LI001-PlanSheet#-PlanName</td>
</tr>
<tr>
<td></td>
<td>Example: LI001-L1.1-IrrigationLines.pdf</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Mechanical</td>
<td>Format = M001-PlanSheet#-PlanName</td>
</tr>
<tr>
<td></td>
<td>Example: M001-101-AC-Ducts.pdf</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Plumbing</td>
<td>Format = P001-PlanSheet#-PlanName</td>
</tr>
<tr>
<td></td>
<td>Example: P001-P200-PlumbingDiagram.pdf</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Structural</td>
<td>Format = S001-PlanSheet#-PlanName</td>
</tr>
<tr>
<td></td>
<td>Example: S001-S1-1stFloorFraming.pdf</td>
<td></td>
</tr>
<tr>
<td>SD</td>
<td>Shop Drawings</td>
<td>Format = SD001-PlanSheet#-PlanName</td>
</tr>
<tr>
<td></td>
<td>Example: SD001-SH01-ShopDrawings.pdf</td>
<td></td>
</tr>
<tr>
<td>TS</td>
<td>Tree Survey</td>
<td>Format = TS001-PlanSheet#-PlanName</td>
</tr>
<tr>
<td></td>
<td>Example: TS001-TS01-TreeSurvey.pdf</td>
<td></td>
</tr>
</tbody>
</table>
2.7 Digital Signature Requirements

2.7.1 Electronic Signature versus Digital Signature

These two terms are often used interchangeably, but in the context of electronic plans submission when using Orange County's electronic submittal process, we would like to clearly differentiate the two. Orange County only accepts the use of a Digital Signature.

Orange County Permitting Services has implemented digital signature requirements on electronic plans in order to comply with State of Florida statutory requirements & administrative codes such as, but not limited to Professional Engineers FS-471.025, Architects FAC 61G1-16, FS-481.221 and FAC 61G15-23.003. Orange County Government cannot approve plans attached to a permit application until we receive plans signed and sealed utilizing a third-party certificate authority.

2.7.2 Electronic Signatures versus Digital Signatures - What's the difference?

Electronic Signature:

- Refers to any electronic process that indicates acceptance of an agreement or record.
- Uses a variety of common electronic authentication methods to verify signer identity, such as email, social IDs, passwords, or a phone PIN. Standard e-signatures use single-factor authentication. Enhanced e-signatures use multi-factor authentication to increase security when needed.
- Demonstrates proof of signing using a secure process that often includes an audit trail along with the final document.
- Does not necessarily guarantee that the document has not been altered.

Digital Signature:

- Digital signatures use a specific method to sign documents electronically.
- Online equivalent of a notarized signature
- Uses a certificate based-digital ID to authenticate the signer's identity.
- Demonstrates proof of signing by binding each signature to the document with encryption-validation. This is done using trusted third-party Certificate Authorities (CA's) or Trust Service Providers (TSPs).
- Encrypted validation adds an additional layer of security and ensures data integrity.
- Proves that the document has not been altered by anyone since the verified signer sealed the document.

2.7.3 Tools and Components of a Digital Signature

1. A PDF authoring program such as Adobe Reader, Acrobat Standard or Pro: Most Digital Signatures are built using the Adobe platform, but these products are not required.
2. When required, the design professional's seal in jpeg format: Adobe integrates the seal with the digital certificate. One method to obtain the seal is to scan the wet stamp and save it in a two-inch, square jpeg file. It can then be integrated with your digital certificate.
3. Digital Certificate: The Digital Certificate provides proof of identity in online transactions. A Digital Certificate is unique to the individual and the specific time a document is signed. The typical Digital Certificate includes the signer's full name, email address, professional
qualifications for signing and a certificate authority file, token key or serial number unique to the digital ID.

4. **Unique Identifier (hash):** When the design professional clicks “sign” in Adobe Acrobat, a unique digital fingerprint (called a hash) is created using a mathematical algorithm that will be specific to this particular document. The slightest change to the document would result in a different hash. The hash is encrypted using the Professional Engineer’s private key from the Digital Certificate. The encrypted hash and public key are combined into a Digital Signature, which is applied to the document.

5. **Accuracy Statement:** An accuracy statement must be included on all plans developed by a Professional Engineer. Other design professionals such as Registered Architects, Registered Landscape Architects and Professional Surveyors and Mappers do not require this statement. Additional information about the accuracy statement and information that must be included with it when a seal is not present may be found in section 2.6.9 Accuracy Statement Requirement for Professional Engineers, below.

### 2.7.4 Signing

The signer’s identity, digital seal and signature must be validated by a third-party Certificate Authority. Self-Signed documents are not accepted.

### 2.7.5 Third-Party Certificate Authorities

You may obtain a Digital Signature certificate from any valid third-party Certificate Authority. Below are a few examples of the most commonly used third party certificate authorities. Please note that these are examples and Orange County Government does not require you to use any specific product.

- Identrust – [https://identrust.com/certificates/](https://identrust.com/certificates/)

2-11
2.7.6 Verification

Orange County Building Division uses Adobe Acrobat as a tool to verify digital signatures. All digital signatures must be successfully validated in order to be approved. Orange County reviewing divisions cannot accept electronic plans that were submitted without being digitally signed using a third-party certificate authority and verified successfully. When the signature is verified, reviewers are assured that the data in the document has not been altered since the signature was applied. Even the slightest change to the original document will cause a validation failure to occur.

2.7.7 Testing Your Certificate

Verify your digitally signed drawings in Adobe Acrobat or Adobe Reader before submitting your plans online to Fast Track to be sure the Digital Signature will be considered valid. This will help you avoid the process of being denied on the basis of invalid certificate and having to re-upload your plans. Use the Certificate Viewer tool to make sure that the design professional’s name that is listed on the summary tab matches the name on the seal. This cannot be the third-party Certificate Authority or a company name, it must be the design professional’s name.
2.7.8 Digital Signature Bar

When opening a signed plan file, the signature bar should be displayed if a signature is attached. Clicking on panel will allow you to verify the necessary signature components.

2.7.9 Accuracy Statement Requirement for Professional Engineers

Professional Engineers who are digitally signing documents must include an accuracy statement, however the seal itself is not required. If the seal is not present, additional information must be included along with the accuracy statement. Here are examples of each format from Florida Administrative Code 61G15-23.004:

1. When a digitally created seal is used, an accuracy statement must accompany the seal:

   ![Example of a digitally created seal with accuracy statement]

   This item has been digitally signed and sealed by [NAME] on the date adjacent to the seal.
   Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

2. When a digitally created seal is not used, the Name, State, Professional Engineer and License number must be included along with the accuracy statement:

   ![Example of an accuracy statement without a seal]

   [NAME], State of Florida, Professional Engineer, License Number [NUMBER]
   This item has been digitally signed and sealed by [NAME] on the date indicated here.
   Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.
2.7.10 Digital Signature Checklist

Please use this list to ensure that your documents are signed correctly prior to submission. Remember to test your signature using Adobe Acrobat or Adobe Reader to ensure that your signature is valid.

An Professional Engineer’s Digital Signature must follow Florida Statute 471.025, and Florida Administrative Code 61G15-23.004. If these requirements are not met, your plans/drawings will not be accepted. Please double check prior to submission and make sure that your signature contains these elements:

✓ Image of license holder’s seal, if required, adhering to requirements set forth by each discipline’s governing board.
✓ Name of licensee shown in seal or accuracy statement matches the name shown in the summary tab of the certificate viewer tool.
✓ Date upon which the document was digitally signed.
✓ Third-party company listed under "Issuer".
✓ License Number.
✓ Accuracy Statement (Professional Engineer Requirement Only).

3 Residential Permit Application and Plans Submittal

3.1 Getting Started

Get started by logging in to Fast Track Member Services. Click the Menu dropdown and then select "Apply for a Permit." You will then select the type of permit you wish to obtain. The type of permits that appear on the Apply for a Permit page are determined by your license type. If the correct permit types do not display, please contact ContractorLicensing@ocfl.net.

3.2 Apply for a Permit

The “Apply for a Permit (Choose Type)” page will load. You will now select whether you are applying for a Residential or Commercial permit. In this lesson, we will go through a full Residential Permit Application. Note: You will see all permit types on this page that your license type allows you to apply for. If you do not see the correct application type, please contact contractorlicensing@ocfl.net.

View the following screenshots that display the menu dropdown with “Apply for a Permit” option highlighted and the apply for a permit webpage. It shows various permit types available based on the license type. If no license type appears, you will be able to choose permit types that allow submission on behalf of a contractor.
3.3 Residential Permit Application Step 1: Addressing

Once you have selected the type of permit you wish to apply for you will move on to Step 1 of the permit application process. In this step, you will enter the property address or request one to be assigned by the Zoning Division.

3.3.1 Choose Existing Address

If you use the "Choose Address" option, you must have a valid address that is already in the system. In general, less is more when using the search function to identify the project address. Enter just the street name and select the correct address from the options that appear.

3.3.2 Request an Address from Zoning

If a valid street address does not exist, you will need to use the "Request an Address from Zoning" feature. Enter the parcel identification, which is the section, township and range, and select Search button. Click on the correct parcel and click continue.
3.4 Residential Permit Application Step 2: Building and Work Type

In this portion of the process, you will select the building type and work type from the appropriate drop-downs. If the building type and work type for your project does not exist, electronic submission is not available at this time.

These are the building types that are available:

- Single Family
- Two Family
- Mobile Home
- Residential Garage/Carport
- Outdoor Pool/Boat Dock
- Shed/Barn/Boathouse
- Non-Census (Miscellaneous)

These are the work types that are available:

- New Construction
- Repair
- Alteration
- Addition
- Move
- Relocate
- Tie-Down in a Mobile Home Park
- Tie-Down on Private Property
- Screen Room
3.5 Residential Permit Application Step 3: Permit Application Page 1

3.5.1 Application Page 1 – Top

The top of the application page 1 requests required permitting information. Asterisks denote required fields. At a minimum, these fields must be populated. Please enter as much information as you have. Under the Contact Email field, please list all contact emails that should receive permitting updates. Use a comma to separate the email addresses, no spaces.

Special note for Homeowners applying for Owner-Builder permits: For Residential and Commercial permits, the applicant must leave the Contractor License Number and Name of License Holder fields blank. For Sub-Permits, the applicant may type "HMO" in the Contractor License Number field or click on the "Search" button next to the Name of License Holder field and select the green, Make this a Homeowner Permit button.

3.5.2 Application Page 1 – Bottom

The Owner Estimated Value should equate to the cost of work being done, not the value of the final product.

Once all information is filled in, you will select the continue button to proceed to Step 4 of the application process.

A Master File is a pre-approved set of plans for townhomes and single-family homes based on models. Only select yes to Master File Y/N if you have a pre-approved Master File on record with the Division of Building Safety. If you are using a Master File to apply for this permit, please enter the model name.
3.6 Residential Permit Application Step 4: Plans and Documents Upload

On this page, you will upload your plans and documentation. There are two upload links, the top link is for plans and other documents that a Plans Reviewer must see. You may upload in landscape or portrait orientation. The bottom link is for administrative documents.

Any permits requesting an address will require a Site Plan (pd-siteplan.pdf in portrait, if in landscape it must be C001-page-number-siteplan.pdf) before the continue button will appear.

The top upload link labeled, “Plans and Documents” is for Plan Review Documents and Plans. These are items that the Commercial Plans Reviewer must see. They may be uploaded in landscape or portrait orientation. Documents uploaded here must follow the Naming Conventions.

The bottom upload link, labeled, “Other Documents” is for administrative documents such as the Application Page 2 and the Notice of Commencement. These documents must be uploaded in portrait orientation. These documents do not require file naming conventions.

Once you have successfully uploaded your documents you will see a message that confirms the successful upload and shows the "Close Window" option. This must be selected to continue.
3.6.1 File Upload Error Message

If you receive a file upload error, a message will indicate that a file or files were not successfully uploaded. In the example below, there is a naming conventions error. The non-compliant filename will be rejected. This file should be titled, "PD-Energy-Calcs.pdf".

![File Upload Error Message](image)

3.6.2 “Other Documents” Upload

The Upload process is the same for both Residential & Commercial. This upload window looks slightly different from the Plans and Review documents upload link. This uploader helps you to identify the types of files that you are submitting. Due to this identification functionality, naming conventions are not required.

It is suggested to upload the Page 2 of the permit application at this time, but it may be completed later. Remember to download any documents you need such as the Building Permit Application and the N.O.C. from the Forms, Fees and Resources page.

3.6.2.1 Document Type Selector

Please select the Document Type using this dropdown. This will greatly assist staff in the identification of your document.

3.6.2.2 Document Description

Please identify the document that you are uploading. The list shows the available types of Project Documentation. The Page 2 and Notice of Commencement is not required at the time of initial submission. Page 2 must be uploaded prior to issuance of the permit and the N.O.C. is required before the first inspection. You will use this uploader to submit Page 2 and the NOC whenever you are ready.
Once you have selected the documents and uploaded them, select, “Close Window” to continue just as you did with the Plans and Review documents.

3.6.3 Uploaded Files – Awaiting Verification

Once you have uploaded all your files to both links and have closed both upload windows, you will be directed back to the Step 5 main page which will reload automatically and show you all the files that were successfully uploaded. At this time, you may add any additional files that were missed by repeating the upload process.

Naming Conventions and File Type Identification during the upload process allows the system to separate files into their category automatically, speeding up the review process.

In this example, the N.O.C. was uploaded twice by accident. The most recent upload will be treated as the submitted file.
3.7 Residential Permit Application Step 5: Submit or Save

In Step 5 of the Residential Permit Application process, you will have the option to “Submit Application” if it is complete or “Save Application Information” if you need to save your work and return to it at another time. If you choose to save the information, it will not be submitted for any processing until you have clicked the “Submit Application” and “Finish” buttons.

Once you have selected the “Submit Application” or the “Save Application Information” option, you must click the “Finish” button to complete the process.

This differs from the end of the Commercial application process in that fees are not collected at this time.

**Submit Application**
This option will submit the application to the Residential Plans Review section for verification.

**Save Application Information**
You may use this save option to complete payment later.

**Finish Button**
Once you have selected “Submit Application” or “Save Application Information”, you must click the “Finish” button to complete the process.

3.8 Fee Payment

Once you have submitted your application fees will appear in your "My Permits" page. You will not be able to actually pay these fees until the permit is ready to issue.

Once the permit is ready to issued you will have two options for paying fees. You may use an escrow account or pay with a credit card.
3.8.1 Fee Payment Options

**Escrow Payment**

Once you have selected “Pay from Escrow” and clicked “Continue”, you will be prompted to read the Terms and Conditions. Once you are ready, check the Terms and Condition checkbox to affirm you have read and agreed and click “Process the Payment”

**Credit Card Payment**

Once you have selected “Pay with Credit Card” radio button and clicked continue, you will see the Credit Card Payment form. Fill out all fields, including the Terms and Conditions checkbox. When you are finished, click “Process the Payment.”

3.8.2 Transaction Receipt

After the payment is processed, it will allow you to print the Official Transaction Receipt for your record. Select “Continue on to My Permits” to go back to your “My Permits” page. The Residential Permit Application process is now complete.

Click the “Official Transaction Receipt” hyperlink to download a copy of the receipt in PDF format.

This completes the residential application process. Please review the Permit Statuses, Review Statuses and Issuance sections for the next steps.
4 Commercial Permit Application and Plans Submittal

4.1 Getting Started
Get started by logging in to Fast Track Member Services. Click the Menu dropdown and then select "Apply for a Permit." You will then select the type of permit you wish to obtain. The type of permits that appear on the Apply for a Permit page are determined by your license type. If the correct permit types do not display, please contact ContractorLicensing@ocfl.net.

4.2 Apply for a Permit
The “Apply for a Permit (Choose Type)” page will load. You will now select whether you are applying for a Residential or Commercial permit. In this section, we will go through a full Residential Permit Application. Note: You will see all permit types on this page that your license type allows you to apply for. If you do not see the correct application type, please contact contractorlicensing@ocfl.net.

View the following screenshots that display the menu dropdown with Apply for a Permit option highlighted and the apply for a permit webpage. It shows various permit types available based on the license type. If no license type appears, you will be able to choose permit types that allow submission on behalf of a contractor.
4.3 Commercial Permit Application Step 1: Addressing

Once you have selected the type of permit you wish to apply for, you will move on to Step 1 of the permit application process. In this step, you will enter the property address or request one to be assigned by the Zoning Division.

4.3.1 Choose Existing Address

If you use the Choose Address option, you must have a valid address that is already in the system. In general, less is more when using the search function to identify the project address. Enter just the street name and select the correct address from the options that appear.

4.3.2 Request an Address from Zoning

If a valid street address does not exist, you will need to use the Request an Address from Zoning feature. Enter the parcel identification, which is the section, township and range, and select Search button. Click on the correct parcel and click continue.
4.4 Commercial Permit Application Step 2: Building and Work Type

In this portion of the process, you will select the building type and work type from the appropriate drop-downs. If the building type and work type for your project does not exist, electronic submission is not available at this time.

These are the Building Types that are available:

- Townhouse
- Three/four family
- Five or more family
- Hotel/Motel/Timeshare
- Store/Shop/Warehouse/Mall/Restaurant/Laundromat
- Office/Bank/Professional
- School/Educational
- Church
- Factory/Plant
- Hospital/Clinic/Rest Home
- Recreational/Social/Sauna
- Miscellaneous
- Shed/Barn/Silo/Post Office/Jail/Boat House
- Outdoor Pool/Boat Dock
- Transient Parking Garage
- Service Station/Repair Garage
- Public Works/Utilities
- Rooming House

These are the Work Types that are available:

- New Construction
- Alteration
- Addition
- Site Work Only
- Repair
- Convert
- Screen Room
- Detached Garage
- Install Tank
- Remove Tank
4.5 Commercial Permit Application Step 3: Permit Application Page 1

4.5.1 Application Page 1 – Top

The top of the application page 1 requests required permitting information. Asterisks denote required fields. At a minimum, these fields must be populated. Please enter as much information as you have. Under the Contact Email field, please list all contact emails that should receive permitting updates. Use a comma to separate the email addresses, no spaces.

4.5.2 Application Page 1 – Bottom

The second portion of the info page becomes more specific to Commercial type Projects.

Is this a project?
A Project is defined in Orange County as any request for more than one building permit, not including sub-permits. Only select "yes" if multiple building permits are necessary. This applies to a scope of work that contains multiple structures. Consider detached garages, dumpster enclosures and retention walls.

If you select yes, you must enter the total number of permits needed in the field below. This will create “child permits” and their information will be entered in the next step.

Owner Estimated Value
The Owner Estimated Value should equate to the cost of work being done for this permit only.

Master File Model Name
A Master File is a pre-approved set of plans for townhomes and single-family homes based on models. Only enter information in this field if your company has a pre-approved Master File.

Once all information is filled in, you will select the continue button to move to Associated Permits.
4.6 Commercial Permit Application Step 4: Associated Permits

On this page, the number of needed associated permits you entered on the previous page should appear automatically. If more permits are needed click *Add Associated Permit*.

Enter an Address for the associated permits by clicking the *Change* button. The other required fields must be completed to move forward.

Once you change the address on permit 1, the additional associated permits will populate with the same address, but you are able to change them to unique addresses if this is necessary.
4.7 Commercial Permit Application Step 5: Plans and Documents Upload

On this page, you will upload your plans and documentation. There are two upload links, the top link is for plans and other documents that a Plans Reviewer must see. You may upload in landscape or portrait orientation. The bottom link is for administrative documents.

Any permits requesting an address will require a Site Plan (pd-siteplan.pdf in portrait, if in landscape it must be C001-page-number-siteplan.pdf) before the continue button will appear.

The top upload link labeled, Plans and Documents is for Plan Review Documents and Plans. These are items that the Commercial Plans Reviewer must see. They may be uploaded in landscape or portrait orientation. Documents uploaded here must follow the Naming Conventions.

The bottom upload link, labeled, Other Documents is for administrative documents such as the Application Page 2 and the Notice of Commencement. These documents must be uploaded in portrait orientation. These documents do not require file naming conventions.

Once you have successfully uploaded your documents you will see a message that confirms the successful upload and shows the Close Window option. This must be selected in order to continue.
4.7.1 File Upload Error Message

If you receive a file upload error, a message will indicate that a file or files were not successfully uploaded. In the example below, there is a naming conventions error. The non-compliant filename will be rejected. This file should be titled, "PD-Energy-Calcs.pdf".

![File Upload Error Message](https://example.com/image.png)

4.7.2 “Other Documents” Upload

The Upload process is the same for both Residential & Commercial. This upload window looks slightly different from the Plans and Review documents upload link. This uploader helps you to identify the types of files that you are submitting. Due to this identification functionality, naming conventions are not required.

It is suggested to upload the Page 2 of the permit application at this time, but it may be completed later. Remember to download any documents you need such as the Building Permit Application and the N.O.C. from the Forms, Fees and Resources page.

4.7.2.1 Document Type Selector

Please select the Document Type using this dropdown. This will greatly assist staff in the identification of your document.

4.7.2.2 Document Description

Please identify the document that you are uploading. The list shows the available types of Project Documentation. The Page 2 and Notice of Commencement is not required at the time of initial submission. Page 2 must be uploaded prior to issuance of the permit and the N.O.C. is required before the first inspection. You will use this uploader to submit Page 2 and the NOC whenever you are ready.
Once you have selected the documents and uploaded them, select, "Close Window” to continue just as you did with the Plans and Review documents.

4.7.3 Uploaded Files – Awaiting Verification

Once you have uploaded all your files to both links and have closed both upload windows, you will be directed back to the Step 5 main page which will reload automatically and show you all the files that were successfully uploaded. At this time, you may add any additional files that were missed by repeating the upload process.

Naming Conventions and File Type Identification during the upload process allows the system to separate files into their category automatically, speeding up the review process.

In this example, the N.O.C. was uploaded twice by accident. The most recent upload will be treated as the submitted file.
4.8 Commercial Permit Application Step 6: Pay Applicable Fees

Now that you have completed the initial submission process, you must pay Applicable Commercial Permit fees and Zoning addressing fees in an address was requested. If you are not ready to pay fees and complete the initial application process at this time, you may select Save to Shopping Cart or Save Application Information. Either option will allow you to return to complete payment at a later time. To view plan submittal fees, please view Page 39 of the Orange County Fee Directory.

4.8.1 Fee Payment Options

**Escrow Payment**

Once you have selected “Pay from Escrow” and clicked “Continue”, you will be prompted to read the Terms and Conditions. Once you are ready, check the Terms and Condition checkbox to affirm you have read and agreed and click “Process the Payment”.

**Credit Card Payment**

Once you have selected “Pay with Credit Card” radio button and clicked continue, you will see the Credit Card Payment form. Fill out all fields, including the Terms and Conditions checkbox. When you are finished, click “Process the Payment.”
4.8.2 Transaction Receipt

After the payment is processed, it will allow you to print the Official Transaction Receipt for your record. Select Continue on to My Permits to go back to your My Permits page. The Commercial Permit Application process is now complete.

Click the Official Transaction Receipt hyperlink to download a copy of the receipt in PDF format.

This completes the application process. Please review the Permit Statuses, Review Statuses and Issuance sections for the next steps.
5 Permit Statuses Key

- **Internet Incomplete**: Permit creation in progress, submittal fee(s) not paid, uploads incomplete.

- **Address Pending**: An address has been requested. Zoning has not completed the Address Request Permit. In order for Zoning to review and approve the permit, a site plan must be uploaded as "PD-Siteplan.pdf".

- **Internet Pending**: The application and uploads have been submitted successfully. Address requirements have been completed, upload verification and plan review are pending.

- **New**: Uploads have been verified and permit application and documentation are ready to be routed through the review process. You will likely not see this status as it moves from Pending to New to Review quite quickly.

- **Review**: The review process is underway.

- **Final Plan Prep/Final Issuance**: Plans and documents are electronically stamped and a final review of all documentation occurs. If no Page 2 has been submitted, this unmet requirement will be identified at this time.

- **Ready to Issue**: Plans and documentation have met final approval and have been stamped. If any applicable fees have been identified, they will need to be paid prior to issuance.

- **Issued**: The permit has been issued and is available to download.

- **Complete**: Final inspections have occurred and been recorded; the project has been completed.
5.1 Tracking Your Review Status

On the Permit Details page there is a Processes and Reports section which will display the real-time status of your reviews. All reviews must be complete before you can re-submit. Please check the status of all the reviews in your permit before contacting help.

5.1.1 In-Review Status

During the review process, the status should read, “Open”. If the status shows, “Closed”, this may indicate a system error, please email eplanres@ocfl.net for Residential or eplancom@ocfl.net for Commercial to resolve this issue.

5.1.2 Post-Review Statuses

5.1.2.1 Approved

This reviewing section has reviewed your plans and have approved them. If you have to re-submit due to deficiencies in other areas, they will have to review and approve your next set of plans (usually referred to as “layer 2”) as well.

5.1.2.2 Deficiencies

Deficiencies have been identified by this reviewing section. An email notification outlining deficiencies will be sent to email(s)on record for the permit.
5.2 Plan Review Comments

5.2.1 Plan Review Comments Email

This email will have a Plan Review Comments letter attached for your review. Below is an example of a Plan Review Comments Email. Both Commercial and Residential use the same format.

From: 
Sent: Monday, February 17, 2020 10:29 AM 
To: 
Subject: Plan Review Comments for B19012620

Please find the attached Plan Review comments for the following project:
Name: WINDHAM LAKES ESIS PM ON A REP
Ref No. - B19012620

If you have questions or need additional information, please contact me at the phone number or e-mail address printed below.

PLEASE NOTE: Florida has a very broad public records law (F. S. 119). All e-mails to and from County Officials are kept as a public record. Your e-mail communications, including your e-mail address may be disclosed to the public and media at any time.

5.2.2 Plan Review Comments Letter

Attached to the email, will be a letter with the actual comments. The deficient items are outlined in this section. If you see that the status is "Awaiting" or "Not approved", for either Utilities or Impact Fees, please contact the relevant phone number.
6 Additional Permit(s) During the Review Process - Creating a Project

At times, additional permit application(s) may be required during the review process for projects that contain multiple structures. An applicant may use the "Project" feature in the Commercial application, but this feature does not exist for Residential yet.

If the applicant does not identify this need, it may be identified and requested by the plans reviewer. Examples of items that could trigger this request: a dumpster enclosure, retention wall or a drive-thru awning.

If additional permits are necessary after the initial application was completed, download a copy of the Building Permit Application and upload it to the E-Submittal Plans/Documents upload link (top link). The file must be named "PD-application-[item].pdf" as an example, PD-application-dumpster-enclosure.pdf. The status of the permit will determine if and when the additional permit(s) may be added to the main application, or if a new permit application would need to be initiated on Fast Track. Please review the process requirements based on the permit’s status below the graphic.

Remember, you must click the "Submission Complete" button in order for the review process to begin.

Electronic Plans and Related Documents: Upload any additionally required permit application to the top link.

Submission Complete Button:
Nothing will be actually submitted and reviewed until you click this button. It is very important to remember that this is a necessary step to complete once you have uploaded necessary documents.

Latest Update: Files that have been uploaded and are awaiting verification will appear here. Ensure all necessary files show up here before clicking Submission Complete.

Naming Conventions: Make sure to use the proper naming conventions when using this link. pd-application-dumpster-enclosure.pdf is a correctly named example.

For additional questions regarding adding building applications, please contact ePlanCom@ocfl.net.
6.1 Permit Statuses

Not Yet Routed for Review; Internet Incomplete, Internet Pending or New
If the main building permit shows Internet Incomplete status, an applicant may submit a request for additional permits via email. For residential permits, the request should be emailed to ePlanRES@ocfl.net. For commercial permits, the request should be emailed to ePlanCOM@ocfl.net. Orange County Division of Building Safety will edit the number of permits for the project and enable the applicant to edit the scope of work information and job valuations.

If the main building permit shows Internet Pending or New status, one must notify the reviewing staff of the intent to add a permit to a project. You may do so by uploading the first page of the Application for Building/Land Use Permit for each permit being requested to the main building permit on Fast Track, using the e-Plans/Documentation link.

Staff will review the application(s) and create the permits from the administrative end. If the main building permit included the cost of the project permits, please submit a request on company letterhead requesting an amendment to the job valuation of the original permit. This request must be signed/notarized by the contractor of record or applicant if no contractor has been assigned.

In-Review Status
For permits in review, the applicant needs to upload completed Application for Building/Land Use Permit to the main building permit on Fast Track under the e-Plans/Documentation link as part of the corrections process. Staff will review the application(s) and create the permits from the administrative end.

Ready to Issue Status
At this stage in the process, it is only possible to add any additional permit application(s) in order to amend the scope of work before the permit is issued. In the case that the permit is approved but not yet issued, a notarized letter on company letterhead should be uploaded to the main permit at the "e-Plans/Documentation" link requesting that the permit be placed in "deficient" status so that the additional application(s) may be added. At the time that the new applications are uploaded, a revised set of plans clearly indicating the change in scope of work must also be uploaded.

Issued Status
Additional permits may not be added to the main building permit. Please apply for any additional permits using Fast Track.

For additional questions regarding adding building applications, please contact ePlanRES@ocfl.net for residential applications and ePlanCom@ocfl.net for commercial applications.
7 Submitting Plans Corrections and Revisions

7.1 Submitting Plans Corrections
Once a submission has been reviewed, the upload links will become active again for the upload of corrected plans and documents. If a deficiencies email has been received, the system is ready for corrections to be submitted. Access the upload links by viewing the Permit Details page and click “Attach a Document or Plan”. To access the Permit Details page, simply login to Fast Track and click on the permit number. Any revised Plans or Documents that were previously submitted must have the exact same filename. If you are adding new pages, please continue using the same exact naming conventions as the original submission and continue numbering from where you left off.

7.2 Submitting Plans Revisions
Once a permit is issued and changes are necessary to your issued permit’s plans or documents, you will start the revision process. The steps are the same as submitting Corrections, but the permit status will be "Issued". Click the permit number to enter the permit details page. The revision process will follow the same steps as if you were submitting new plans and/or documents. Any revised plans or documents submitted previously must be named exactly the same as the original submission. A revision request sheet must be completed and submitted. Residential and Commercial Revision Request Sheets are available on the Permitting Forms page. For help locating these forms, please see the Forms, Fees and Resources section.

7.3 Completing a Corrections or Revisions Submission
Once you have uploaded your plans and/or documents, you will see a "Submission Complete" button. Select this button to complete the Upload process. If you do not see this button, then close all Internet windows, clear history log, clear browser cache and log in again. The Submission Complete button should appear. It is very important to click the Submission Complete button in order to complete the submission. Nothing will be reviewed or submitted if this is not clicked.
8  Ready to Issue Status

Congratulations, you have successfully completed the electronic application and review process and are ready to receive your issued permit. Once all Review Statuses show "Approved", an e-mail is generated with a Ready to Issue letter attached.

8.1 Email Notification

An email will be generated with the Ready to Issue letter as an attachment.

8.2 Ready to Issue Letter

A Ready to Issue letter will advise you of the final steps which must be completed before the Permit and Stamped Plans are made available to download. It will also include a summary of any final fees due, if applicable.

Permit Number: The permit number will be displayed at the top of the page.

Steps: The steps needed to complete in order to obtain the issued permit.

Contractor Verification: If no licensed contractor has been assigned to the permit, this must be completed. This process is outlined in the following section.
9 Assigning a Contractor and Contractor Verification

9.1 Assigning a Contractor

Sometimes a permit is applied for by a third party, by a design firm or prior to a Contractor actually being hired. In these cases, a Licensed Contractor with a Fast Track account will need to be assigned to the permit.

If a licensed contractor was not assigned during page 1 of the application process, a licensed contractor must be assigned and that contractor must verify the permit before it can be issued.

Use the search function to find the Contractor to whom you would like to assign the permit. Last name is usually all that is necessary to find the license holder. Once you select their license number you will need to click the Save button to the right to complete the process.

**Not Assigned:** If you see this message, a license holder capable of obtaining permits of this type must be assigned to the permit and must accept the permit with a Fast Track account. To do this, use the Search button to the right to locate the contractor.

**NOTE:** If this permit is put out to bid, the contractor who takes the permit must be willing and able to setup a Fast Track account if they do not already have one.

**Search Button:** Use the search function to find the Contractor to whom you would like to assign the permit. Last name is usually all that is necessary to find the license holder. Once you select their license number you will need to click the “Save” button to the right in order to complete the process.

**Save Button:** This will complete the assignment process, but the contractor will still need to login to their account to accept the assignment.
9.2 Contractor Verification

A Licensed Contractor must verify a permit that is assigned or it will not be issued. A Licensed Contractor can verify the assigned permit at any time up to the point of issuance. The Contractor License must be active at time of acceptance.

To complete this process, a Licensed Contractor must log in to their Fast Track account attached to their license and use the menu dropdown to select My Permit Verification. A list of permits will display and the contractor must accept the permit(s) to move forward.

A Licensed Contractor's Fast Track account must accept the issuance of a permit. Any Licensed Contractor that bids on a permit is required to have an account to accept permit issuance.

**My Permit Verification**: Click here to view assigned permits. The License Holder will need to accept the assigned permit in order for it to be issued. The screenshot below shows an example of the page.
10 Permit Issuance

Once all requirements have been met, an email will be sent with your permit included as an attachment to all emails on file for this permit application. The permit and all documentation and stamped plans are also available to download from your Fast Track Member Services Account.

10.1 Download Issued Permit from Fast Track

Once your permit has been issued you may also download a copy from Fast Track. It will be located at the bottom of the permit details page.

**View Building Permit Form:** Download a copy of your issued permit by clicking this link.

**View Holds:** This new feature will be highly valuable later in the process when all inspections have been completed and you are ready to obtain your Certificate of Occupancy.

**Verified Documents:** This is where verified and stamped copies of your reviewed documents will be available to download. None are showing in this example.
10.2 Building Permit Form

This is your copy of the issued permit. This building permit must be posted in a prominent location at the jobsite at all times.

![Building Permit Form]

Pursuant to Section 125.022, Florida Statues, issuance of this development permit by the County does not in any way create any rights on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the County for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.

Pursuant to Section 125.022, the applicant shall obtain all other applicable state or federal permits before commencement of development.
11 Next Steps: Notice of Commencement and Inspections

11.1 Notice of Commencement
Now that you have your issued permit, you will need to make sure to submit a Notice of Commencement (N.O.C.) to be recorded by Official Records. The N.O.C. must be on record in order to schedule inspections. The Division of Building Safety offers an efficient service to assist with this process. Please refer to the N.O.C. Training video on the Fast Track Video Library page to learn about this helpful service.

11.2 Inspections
Once your N.O.C. has been received by the Division of Building Safety and appears in the permit details page, you are ready to begin work and schedule your inspections as necessary. There are two helpful videos on the Fast Track Video Library page that will guide you through the processes of scheduling, cancelling, and tracking your inspections.
12 Contact Information

Use the emails below to contact us with any questions you may have.

- Commercial Assistance and Questions - ePlanCom@ocfl.net
- Residential Assistance and Questions - ePlanRes@ocfl.net
- Sub-permits Assistance and Questions - eSubs@ocfl.net
- NOC Assistance and Questions - OrangeNoc@ocfl.net
- Contractor Assistance and Questions - ContractorLicensing@ocfl.net
- Digital Signature Assistance and Questions - Digitalsignature@ocfl.net