



Escambia County Building Inspections Division
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ELECTRONIC FORMAT ACCEPTED FOR CONSTRUCTION PLANS

Escambia County continues to streamline the building permitting process. We are now accepting electronic submission of one set of the two required construction plans to reduce paper, toner and other printing costs for design professionals and the building public. This will also allow for reduced costs in scanning, archiving and records retention for the County.

Electronic Plan Submittal:

- ✓ 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 earlier.

Submission Requirements:

- ✓ One (1) Compact Disc (CD Rom), DVD, or FLASH DRIVE is required upon submittal and set up as follows:

File A: Building / Architectural and any MEP Designs

File B: Energy Forms

File C: Specifications or Other Files

Electronic Media Files are to be numbered and organized in coordination with file descriptions. All submitted CD, DVD or Flash Drives are non-returnable.

Identification Requirements:

All discs, sleeve cases and/or flash drive cover sheets are to be labeled as follows (It is important to label both the disc as well as the sleeve/case.):

- ✓ Date: the Plan package delivery date to Plan Intake;
- ✓ Job site address;
- ✓ Design professional or permit applicant's name, and address and telephone Number.
- ✓ **Document Security** – All engineered plans will require a 128-encryption "digital signature" to verify the engineer's authenticity of the seal. Files should be unlocked so we may apply the plan review approval stamp and permit number.
- ✓ **Page/File Orientation** – All sheets shall be properly oriented so that the top of the page always is at the top of the monitor.

Revisions:

When submitting any revised plans to BID, a new CD or other accepted electronic format containing **only** the revised files shall be submitted, along with the permit or application number. The files should be saved in the same format as indicated in "Submission Requirements" and must **NOT** have the same file name as any of the initial files. For example, revisions should be named as shown in the example below:

A1-102 rev3-1-10.pdf

A1-102 rev4-1-10.pdf

State of Florida Rules for Signing and Sealing Electronically

Information stored in electronic files representing plans, specifications, plats, reports, or other documents must be signed and sealed electronically where required by state laws as described in the Florida Statutes Chapter 471.025, 481.221 and 668.001-006.

There are many different methods that may be utilized for digitally signing and sealing a plan using commonly accepted public / private key technology provided by various vendors. It is important that any method that is utilized be accompanied by a signed and sealed statement from the professional that the method and software that have been utilized to sign and seal the plans complies with the intent of the Board Rules. Specifically, with reference to Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for Architects or Florida Statutes Chapter 471 and Florida Administrative Code Rule 61G15-23.003 for Engineers.