



Office of Building Services

Construction Plan Requirements

The plan submittal format is required for scanning of records or electronic review and record keeping. These changes are intended to improve the quality of our records and speed up the plan review process.

BUILDING CONSTRUCTION PLANS

1. Paper plans

Only a single set of sealed plans will be required; up to three sets of plans may be submitted, if desired. When plan review is successfully completed, the scanned plans will be returned to the permit holder for use by the building inspector as reviewed and approved plans on the job site.

- a) All plans shall be submitted in a black on white format.
- b) All pages shall be legible and easy to read per Florida Building Code, Section 106.1.1.
- c) Plans shall be a minimum size of 11" x 17" and a maximum size of 24" x 36", unless accompanied by a CD (see item number 2). Supplemental information may be on 8 1/2" x 11" sheets.
- d) The 11" x 17" sheets shall be scaled no less than 1/8" = 1' for legibility. The font size and style should allow easy reading when reduced or copied.
- e) Sealed pages shall have a raised seal and a wet seal (printed seal) on every sealed page, for scanning of documents.
- f) Flipped plans shall only be accepted when all pages are legible; the foundation, floor plan and truss layout must accurately depict the structure as it is being constructed at the site.

2. Plans submitted in the office on CD and accompanied by paper plans

- a) The paper plans submitted, in conjunction with a CD, are not required to be sealed by the engineer of record and are only for office use. Final copies shall be properly sealed following the requirements listed above.
- b) Electronic formatted plans shall be in PDF format and follow all requirements listed below for electronic plans.

3. Plans submitted electronically

- a) A completed and signed Electronic Plan Review Communication Authorization form (form BF50) shall be submitted with all electronically submitted plans.
- b) Plans and accompanying documents shall be in PDF format.
- c) Every page shall be "bookmarked" with the same indexing system provided on the cover sheet.
- d) When reviewed plans are completed, they will be digitally stamped and placed on the FTP site for the engineer of record to access, print and apply the required raised seal; the engineer shall print a set of plans to the standards listed above.
- e) The properly sealed set of plans, digitally stamped by the Building Services Division staff, shall be placed on the job site for the building inspector's review during inspections.
- f) A completed No Change form (form BF52) shall be required when master filed plans are used. For more information on master filed plans, see the form titled Master File Requirements (form BF40).

If you have questions, please call the Building Services Division at 352-343-9653 or email permitting@lakecountyfl.gov.