

QUICK START GUIDE: DIGITAL PLANS REVIEW

1. SUBMIT YOUR COMPLETED APPLICATION VIA EMAIL

Complete the [Permit Application](#) and email digitalpermits@orlando.gov.

Required Fields on Permit Application:

- Job site Address and 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
- Permit applications are processed within 2 business days

2. PREPARE FILES FOR SUBMITTAL

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

- Plans are not to exceed 36x48 E/O
- Each drawing 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.

DRAWINGS

File name MUST match the plan index. Examples listed in table below.

DRAWING TYPE	PLAN TYPE	COMPUTER FILE NAME
COVER SHEET	Cover	COVER-1; TITLE-1
GENERAL SHEET	Information	G-1
CIVIL SHEET	Site Work	C-1; CO-001
LANDSCAPE	Landscape	L-1
ARCHITECTURAL	Architectural/Building	A-1; A1-0001; A.001
STRUCTURAL	Structural	S-1
MECHANICAL	MECH/A-C	M-1
PLUMBING	Plumbing/Gas	P-1; PG-0001; PG.001
FIRE	Fire/Sprinkler	F-1; FS-0001; F.001
HARDSCAPE	Hardscape	H-1; H1-001
ELECTRICAL	Electrical	E-1
IRRIGATION	Irrigation	I-1

DOCUMENTS

DOCUMENT TYPE	COMPUTER FILE NAME
Energy Calculations	Energy Calc
Product Approvals	PA - (approval type)
Truss Engineering	Truss - Eng
Specifications	Spec - (type of spec)
Any building element data sheet	Data Sheet - (data sheet type)
HOA approvals	HOA
Structural calculations	Structural Calc
Hydraulic calculations	Hydraulic Calc
Geotechnical report	Geotech report
TDH calculations	TDH Calc
Roof supplement	Roof Supp
Planning approvals	PLN Approval

**Documents can be uploaded as multiple sheets with one file*

3. PAY PLAN REVIEW NON-REFUNDABLE DEPOSIT FEE - FOR COMMERCIAL PROJECTS ONLY

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

4. INVITATION TO UPLOAD PLANS AND DOCUMENTS

The applicant will receive an email from eplanOrlando@orlando.gov inviting them to upload the plans after the application has been processed. First time users please see box below.

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 when:
 - Ensure all pop-up blockers are turned off
 - Turn on the compatibility view with the Login Portal site added
 - Add plans.cityoforlando.net/ProjectDox/ to your browser's TRUSTED SITES

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5. UPLOAD PLANS/DOCUMENTS

- Select Project Tasks Tab
- Select Applicant Upload Task
- Accept the task
- Select corresponding folder to upload applicable items

6. COMPLETE UPLOAD TASK

- Select Task Instruction Box
- Select the Submission Complete Tab

(City staff will conduct a prescreen review and route to all applicable review disciplines). Please allow 2 business days.

7. VIEW PROJECT STATUS AND COMMENTS

Log into ProjectDox to review the comments & project status at any time. Plan review times are shown on the [Permit Look Up site](#).

- Select your permit #. If you do not see your permit #, select All Projects tab
- 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
- Select Prescreen & Corrections Report to view why a task was returned prior to routing for review

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

- Revised files (drawings and documents) must have:
 - The same exact files name as the initial file being revised. DO NOT change the file name or file type for revised files in order for the correct sheet to overlay over the incorrect sheet
 - Log into ProjectDox and select the permit number and corresponding folder to Upload Revisions
 - Correctly named revised files will upload with a red "V2" which the system automatically places
 - Revisions require narrative or response to comments document uploaded in the doc folder

9. COMPLETE RESUBMIT TASK (FOLLOW STEP #5)

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

- Follow steps in Step 6
- Select the check boxes (located in the middle of the page) under "Task Instructions"
- Select Resubmit Complete

The review cycle continues until all the reviews are approved, at which point the project will move to step 10.

10. PAY REMAINING FEES

All fees must be paid in full before a permit is issued. This includes any permits associated with the project. Payment may be made [online](#), by phone at 407.246.444 or in person on the first floor of Orlando City Hall.

If contractor information was not submitted as part of STEP 1, please email digitalpermits@orlando.gov a copy of the contractor information section and digital applicant information section (1st page) + bottom portion of the 3rd page (NOTARIZED).

If obtaining the permit as an Owner, email digitalpermits@orlando.gov the notarized [Owner Builder Declaration](#).

11. PRINT YOUR PLANS, PERMIT AND INSPECTION CARD

Once fees are paid, the digital applicant will receive an email from eplans@orlando.gov 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.

REVISIONS/DOCUMENT HOLD SUBMITTAL

12. PROCESS AFTER PERMIT ISSUANCE

- Email digitalpermits@orlando.gov requesting to open the portal to submit revisions or document holds
- The portal will be granted to the digital applicant
- Upload narrative in document folder with a description of what is being submitted and why

Frequently Asked Questions:

- *Can I remove/delete after completing a task?*
 - No; files cannot be deleted after the first submittal is completed. Email digitalpermits@orlando.gov with the permit number and file name(s) requiring removal.
- *Can I add or remove additional applicants to access the permit?*
 - Yes; the digital applicant can add/remove additional applicants when they have an available task.
- *What is a Changemark?*
 - A Changemark is a comment made on the plans. To view a changemark on the plans themselves, you must have an available task. An available task is triggered after all reviews have been completed. Comments can still be viewed at any time by selecting the Project Reports tab and clicking on the magnify glass for the changemark and department review status report.
- *What is the average turnaround time?*
 - Plan review turnaround time can be viewed on the city permit look up website and is based on job scope and review type (residential vs commercial). Please allow 2 business days for our staff to complete each of their assigned tasks (application processing; pre-screen review; review routing; review complete, batch stamp).