



BUILDING CODE SERVICES ADMINISTRATIVE GUIDELINE

Number: BD-020

Title: Electronic Document Submittal

Revision Date: 8/14/24

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1. PURPOSE

1.1. Define electronic permit document submittal format / requirements

2. SCOPE

2.1. Applicable to construction project documents for plan review, permitting, and construction monitoring.

3. DELIVERY GUIDELINES

3.1. Documents 25 MB and Larger

3.1.1. Upload to a file transfer protocol (FTP) site.

3.1.2. Configure FTP upload to notify, via email, all Building Code Services (BCS) document clerks with CC: to the BCS Manager.

3.1.3. Each submitter is responsible to maintain up-to-date records of BCS personnel for proper document submittal.

3.1.4. Submit one FTP notification per submittal. Multiple FTP notifications will not be accepted.

3.2. Documents Less Than 25 MB

3.2.1. Send as an email attachments to the BCS Support Tech and both Administrative Assistants. A list of contacts listing job titles are shown on the BCS website under Staff Contact Information. The BCS website can be accessed at the following url <https://www.palmbeachschools.org/Page/1555>

3.2.2. Send only one email per submittal. Multiple emails per submittal will not be accepted.

4. ELECTRONIC SIGNATURE AND ELECTRONIC “SEALS”

4.1. Documents “For Construction” prepared by an Architect or Engineer will be digitally signed.

4.1.1. Includes:

4.1.1.1. Construction Plans

4.1.1.1.1. Digitally sign only the cover page/first drawing sheet or for Architects, only the drawing sheet containing the index of drawings.

4.1.1.1.2. Limited digital signatures are required for BCS processing and to control file size.

4.1.1.1.3. Each plan sheet will show the name and registration type, and registration number of the responsible design professional (electronic “seal”), which must match the digital signature name.

4.1.1.2. Delegated design documents prepared by design professionals, such as tilt-up wall drawings prepared by a Florida Registered Engineer.

4.1.1.2.1. Sign and electronic “seal” as in 4.1.1.1.1 and 4.1.1.1.3.

4.1.1.3. Calculations and Reports

4.1.1.3.1. Sign and electronically “seal” cover page.

4.1.1.4. Specifications

4.1.1.4.1. Sign and electronically “seal” the table of contents signature page.

4.2. Digital signatures must be applied using Adobe Acrobat Professional or other pre-approved software. The digital signatures will be verified by Building Code Services (BCS) using Acrobat Professional.

Unverifiable signatures will not be accepted.

- 4.3. Submit a sample of a document digitally signed with alternate software to BCS for evaluation / approval prior to formal document submission.
- 4.4. Preliminary/Not for Construction drawings such as Design Development documents are not digitally signed.
- 4.5. Food Service drawings, Shop drawings, Florida Product Approvals (FPA's), Miami-Dade Notice of Approvals (NOA's), Inspection Data and As-Built drawings are not digitally signed, but may bear a design professional's electronic "seal" or representation thereof.

5. DOCUMENT FORMAT FOR SUBMITTALS

- 5.1. Construction Drawings (SD, DD, or CD), Specifications, delegated engineering documents, calculations and shop submittals.
 - 5.1.1. PDF format, not locked or protected, other than that provided by the digital signature process.
- 5.2. As-built / close out drawings.
 - 5.2.1. Submit both PDF format and AutoCAD DWG format.
- 5.3. All PDF documents shall be single or multi-page format. PDF portfolios will not be accepted.
- 5.4. Engineering and Architectural Drawings / Specifications (File Group Names)
 - 5.4.1. Group individual drawing files into single PDF files that are sorted by discipline as described below.
 - 5.4.1.1. CIV = civil drawings
 - 5.4.1.2. IRR = irrigation drawings
 - 5.4.1.3. LAND = landscape drawings
 - 5.4.1.4. SUR = survey drawings
 - 5.4.1.5. ARCH = cover sheet, index sheet, code drawings, life safety drawings and architectural drawings
 - 5.4.1.6. STRUC = structural drawings
 - 5.4.1.7. MECH = mechanical drawings
 - 5.4.1.8. PLUMB = plumbing drawings
 - 5.4.1.9. ELEC = electrical and fire alarm drawings
 - 5.4.1.10. FIRE = fire sprinkler drawings
 - 5.4.1.11. FOOD = food service drawings
 - 5.4.1.12. SPEC = project manual, including table of contents, when a project manual is provided
 - 6.2.1.12.1. One PDF file for all specifications
 - 6.2.1.12.2. Only those sections of the Master Specifications revised for the project need to be submitted
 - 6.2.1.12.2.1. Revisions do not include specifications changed only by adding data to the header and footer.
 - 6.2.1.12.3. All revised specification sections shall use the strike-through and underline method to show changes from the District Master Specification.
 - 5.4.2. Multi-page PDF document pages will be in order as shown on the Index of Sheets for drawings and the Table of Contents for specifications.
 - 5.4.3. Contact the BCS manager if the design professionals do not coincide with the required PDF file names for drawings.

6. DOCUMENT NAMING

6.1. File Name Format

6.1.1. Group Name (Discipline)-Document Type-Revision number-Submittal date

6.2. Add the following after the group name:

6.2.1. Document Type

6.2.1.1. SD = schematic design drawings (10% complete, no signatures)

6.2.1.2. DD = design development drawings (50% or more complete, no signatures)

6.2.1.3. CD = contract documents (100% complete, signed) and deferred submittals having digital signatures / electronic “seals” per 4.1.1.1.1 and 4.1.1.1.3.

6.2.1.4. AB = As-Built

6.2.1.5. SHOP = shop drawing

6.2.1.5.1. Shop drawings will not be reviewed before a permit is issued.

6.2.1.6. DS = Deferred Submittal

6.2.1.7. CAL = Calculation

6.2.1.8. RPT = Report

6.2.1.9. INSP = Inspection data

6.2.2. Revision Number (not required for SD or DD documents)

6.2.3. Date

6.2.3.1. MM.DD.YRYR. MM=month, two digit format, DD=day, two digit format. YRYR=year, four digit format.

6.3. Examples:

6.3.1. CIV-DD-02.15.2019 = Civil drawings, design development, revision not used, submittal date of February 15, 2019

6.3.2. ARCH-CD-A-04.28.2019 = Architectural drawings, contract documents, revision A (first submittal of CD level), submittal date of April 28, 2019

6.3.3. SPEC-CD-P-D-03.05.2019 = Specification book, contract document, revision D, submittal date of March 5, 2019

6.3.4. STRUC-CAL-B-09.12.2020 = Structural, calculation, revision B, submittal date September 12, 2020.

7. DOCUMENTS REQUIRED PER SUBMITTAL

7.1. Until a permit issuance, each submittal shall contain all drawing sheets in the entire set and the entire project manual.

7.1.1. Exception: Submittal consisting of a revised “Plan Review Building Permit Application” and required contractor information (license & insurance certificate) may be submitted without other documents.

7.2. After permit, submit only plan sheets and specification sections that are modified or added to the set.

7.3. Other Required documents:

7.3.1. Filled out “Plan Review / Building Permit Application” must be provided with the first document submittal.

7.3.2. Letter of Transmittal to be provided with every document submittal.

7.3.3. Letter of Response to be provided with every document submittal having unresolved comments on previous document submittals.

7.3.3.1. Letter of Response shall list all open plan review comments and provide a response

explaining action taken to resolve each open comment.

8. POLICY EXCEPTIONS

- 8.1. All exceptions must be pre-authorized by BCS.
- 8.2. Documents provided without pre-authorization will not be accepted.