



## BUILDING CODE SERVICES ADMINISTRATIVE GUIDELINE

**Number:** BD-021

**Title:** Minor Projects

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### **Purpose:**

This guide outlines the process for submittal of construction documents and documentation for plan review for **minor projects** to Building Code Services.

### **Scope:**

This guide is applicable to construction projects that require a regular Building Code Services Permit or are under the BCS Annual Permit.

### **Guidelines:**

#### **APPLICANT RESPONSIBILITIES:**

##### **Delivery to District**

Applicant shall submit documents electronically through the District FTP server.

##### **Document Requirements**

###### Electronic Signatures

Documents "For Construction" prepared by an Architect or Engineer must have one of the following:

- A) *Electronic Signatures* as defined in the FBPE Rule-61G15-23.003 F.A.C. and BAID Rule-61G1-16.005 F.A.C.
- B) *Digital Signatures* as defined in the FBPE and BAID rules.

Any PDF files, or other software needed to verify the electronically sealed drawings shall be made available to BCS at the time of submittal.

#### Construction Documents, Drawings and Specifications (Permit)

##### ELECTRONIC DOCUMENTS (ONLY)

Submit all files (applications, transmittals, drawings, specifications, supplemental documents) in PDF format.

#### **Site Copy**

Applicant shall provide all approved construction documents for field use by the inspectors. BCS will supply the entire approved project file to the applicant in electronic format.

#### **DISTRICT STAFF DUTIES:**

##### **Preliminary Check**

BCS document clerks will examine the submitted files for completeness. Incomplete documents will not be processed. The applicant will be notified regarding needed corrections. The applicant's submittal documents will be held for 30 days and then discarded.

##### **Initial Review**

## BCS Clerks Duties – Electronic Submittals

All electronic drawing and specification files that require electronic signature verification shall be separately saved to the E-Plan Review Folder along with any metadata files needed to verify the electronic signature.

Copies of the files requiring electronic signature verification shall be combined with all other electronic data submissions (except the metadata files) into a single PDF file. It is also acceptable to enter plans as a single file and other documents as a separate file. The PDF file will be watermarked and entered into the Image Quest System under the “Building” document type and “CD” record type.

The document clerks will make a single submittal entry into the BSC Permit Records System database under the appropriate project number in accordance with the Permit System Database reference manual. The location field in the database will be entered as “I-#” (i.e. – I-5), which represents Image Quest, electronic file ready for review.

## **Plan Review**

### BCS Plan Reviewer Duties

Each reviewer shall access the files in Image Quest to complete their reviews. The document in Image Quest shall be electronically reviewed and saved back to Image Quest as a revision with review stamps and markings on approved drawings, if needed. Suitable entries will be made into the BCS Permit Records System Database.

Each reviewer shall also access the E-Plan Review Folder to verify electronic/digital signatures, as needed.

## **Post Review Processing**

### BCS Clerks Duties – Permitted Submittals

The BCS clerks will open the permit document from Image Quest and verify that the required plan reviewer stamps appear on all drawing sheets and make arrangements for application of the Building Official’s stamp to the cover or first plan sheet. The fully stamped document will be saved back to Image Quest as a revision.

The BCS clerks will obtain PDF copies of all transmittals, letters, and plan reviewer comments needed to return the approved documents to the applicant. The BCS clerks will open the reviewed document in Image Quest and insert the PDF letters/transmittals/reviewer comments at the front of the open document. The BCS clerks will then save the combined file back to Image Quest as a revision, with the record type change to “Permit”.

A copy of the final Image Quest file will be returned to the applicant via suitable electronic means.

## BCS Clerks Duties – Approval Withheld Submittals

The BCS clerks will obtain PDF copies of all transmittals, letters, and plan reviewer comments needed to respond to the applicant. All these documents will be merged into a single PDF file. That file will be returned to the applicant via suitable electronic means.

The BCS clerks will open the submittal document from Image Quest and insert the PDF file created in the previous paragraph at the front of the document, then save the combined file back to Image Quest as a revision.

## **Future Document Submissions**

### Permitted Documents

All future submittals will be processed by the BCS clerks as was required at the first submittal. All new submittals will become new documents in Image Quest under the active document identification number.

### Approval Withheld Submittals

All future submittals will be processed by the BCS clerk as was required at the first submittal. If the permit approval continues to be withheld, the most recent submittal will be a new document in Image Quest under the active document identification number.

However, when the permit is approved, the BCS clerks will assemble a final permit document using the previous document submissions, and save that new document to Image Quest as a final permit document under the active document identification number. That final permit document will have the most recent correspondence and review comments, along with the final version of all plans and specifications.