

## Permitting Module Required DigEplan Documents

**Commercial Building** (New Construction, Alterations/Remodeling, Additions, Accessory Structure, Modular, Other):

Commercial New Building:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	➤ If Master Plans = No, ➤ and Private Provider Plan Review? = No
Construction Plans	No	➤ If Master Plans = No, ➤ and Private Provider Plan Review? = Yes
Architectural Plans	No	➤ If Master Plans = No
MEP Plans	No	➤ If Does scope of work include Electrical, Mechanical, or Plumbing? = Yes
Energy Calculations	Yes	➤ If Type of Permit is anything but “Other” or “Parking Garage”, ➤ and Private Provider Plan Review? = No
Product Approval(s)	No	➤ If Are Product Approval(s) included with Engineered Plans? = No, ➤ and Master Plans = No
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Impact Fee Credit Usage Authorization	No	➤ If Impact Fee Credits? =Yes
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Master Letter	No	➤ If Master Plans= Yes, ➤ and Approved for Repetitive Use = No
Well Affidavit	No	➤ If Please Provide Potable Water = Well
Sewer Letter	No	➤ If Please provide Wastewater = Sewer, ➤ and Does utilities receipt cover both Water/Sewer? = No
Health Department Receipt	No	➤ Please provide Wastewater = Septic

## Permitting Module Required DigEplan Documents

Water Letter	No	➤ If Please Provide Potable Water = Utilities Provider, ➤ and Does utilities receipt cover both Water/Sewer? = No
Water/Sewer Letter	No	➤ If Does utilities receipt cover both Water/Sewer? = Yes
<b>Required Document Types – Subsequent</b>		
No Rise		Blower Door Test
Impact Letter		Threshold Building Documentation
Other		Termite Certificate
Stamped Septic Approval		

Commercial Alteration to Primary Structure (includes Buildouts; excludes additional sq. footage):

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Aerial/Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Construction Plans	No	<div>➤ If Does this project include structural work = No,<div>➤ and Plans Mastered = No</div></div> <div>➤ If Does this project include structural work = Yes,<div>➤ and Private Provider Plan Review = Yes,<div>➤ and Plans Mastered = No</div></div></div>
Engineered Plans	Yes	<div>➤ If Does this project include structural work = Yes,<div>➤ and Private Provider Plan Review = No,<div>➤ and Plans Mastered = No</div></div></div>
MEP Plans	No	<div>➤ If Does scope of work include Electrical, Mechanical, or Plumbing? = Yes</div>
Energy Calculations Cover Sheet	No	<div>➤ If Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes</div>
Energy Calculations	Yes	<div>➤ If Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes<div>➤ and Private Provider Plan Review? = No</div></div>
Floor Plan (Existing)	No	<div>➤ If Does this project include structural work? = No,<div>➤ and Plans Mastered = No</div></div>
Notice to Building Official	No	<div>➤ If Private Provider Inspections = Yes</div> <div>➤ If Private Provider Plan Review = Yes,<div>➤ and Private Provider Inspections = Yes</div></div>
Private Provider Plan Review Intake Information	No	<div>➤ If Private Provider Plan Review = Yes If Master Letter = Yes,<div>➤ and Approved for Repetitive Use = No</div></div>
Master Letter	No	<div>➤ If Master Letter = Yes,</div>

## Permitting Module Required DigEplan Documents

		➤ and Approved for Repetitive Use = No
Product Approval(s)	No	➤ If Does scope of work include either replacement/new Windows, Doors, or Roof? = Yes, ➤ and Plans Mastered = No
Impact Fee Credit Usage Authorization	No	➤ If Impact Fee Credits? =Yes
<b>Required Document Types – Subsequent</b>		
Notice of Commencement		Other

Commercial Addition to Primary Structure (includes remodeling):

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	➤ If Type of Permit is anything but “Other”, ➤ and Plans Mastered = No, ➤ and Private Provider Plan Review = No,
Construction Plans	No	➤ If Type of Permit is anything but “Other”, ➤ and Plans Mastered = No, ➤ and Private Provider Plan Review = Yes
MEP Plans	Yes	➤ If Does scope of work include Electrical, Mechanical, or Plumbing? = Yes, ➤ and Plans Mastered = No
Energy Calculations	Yes	➤ If Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes, ➤ and Private Provider Plan Review? = No
Energy Calculations Cover Sheet	No	➤ If Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Product Approval(s)	No	➤ If Are the Product Approvals(s) included with the Engineered Plans? = No, ➤ and Plans Mastered = No
Master Letter	No	➤ If Plans Mastered = Yes, ➤ and Approved for Repetitive Use = No
Impact Fee Credit Usage Authorization	No	➤ If Impact Fee Credits? =Yes

## Permitting Module Required DigEplan Documents

Required Document Types – Subsequent	
Notice of Commencement	Architectural Plans
Other	Impact Letter
Termite Certificate	No Rise

Commercial Accessory Structure (includes New, Addition, or Remodel):

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
DCA Approval Letter	No	➤ If Is this structure DCA approved? = Yes
Master Letter	Yes	➤ If Plans Mastered = Yes, ➤ and Approved for Repetitive Use = No ➤ If Are Foundation Plans Mastered = Yes, ➤ and Found App for Rep Use = No
Foundation Plans	Yes	➤ If Is foundation repair or installation included? = Yes, ➤ and Foundation Mastered = No, ➤ and Private Provider Plan Review = No
MEP Plans	No	➤ If Does scope of work include Electrical, Mechanical, or Plumbing? = Yes, ➤ and Plans Mastered = No
Energy Calculations Cover Sheet	No	➤ If Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes
Energy Calculations	Yes	➤ If Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes, ➤ and Private Provider Plan Review? = No
Impact Fee Credit Usage Authorization	No	➤ If Impact Fee Credits? =Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes If Master Letter = Yes, ➤ and Approved for Repetitive Use = No
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Health Department Receipt	No	➤ If Is septic connection included? = Yes
Required Document Types – Subsequent		
Flame Spread Certification		No Rise
Engineered Plans		Construction Plans
Product Approval(s)		Impact Letter

## Permitting Module Required DigEplan Documents

Notice of Commencement	Other
Stamped Septic Approval	Termite Certificate
Architectural Plans	

### Commercial Modular Building:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Master Letter	Yes	<ul style="list-style-type: none"><li>➤ If Plans Mastered = Yes,<ul style="list-style-type: none"><li>➤ and Approved for Repetitive Use = No</li></ul></li><li>➤ If Are Foundation Plans Mastered = Yes,<ul style="list-style-type: none"><li>➤ and Found App for Rep Use = No</li></ul></li></ul>
Engineered Plans	Yes	<ul style="list-style-type: none"><li>➤ If Type of Permit = New,<ul style="list-style-type: none"><li>➤ and Plans Mastered = No,</li><li>➤ and Private Provider Plan Review = No</li></ul></li><li>➤ If Type of Permit = Remodel,<ul style="list-style-type: none"><li>➤ and Does this project include structural work = Yes,</li><li>➤ and Plans Mastered = No,</li><li>➤ and Private Provider Plan Review = No</li></ul></li></ul>
Foundation Plans	Yes	<ul style="list-style-type: none"><li>➤ If Are Foundation Plans Mastered? = No,<ul style="list-style-type: none"><li>➤ and Is Foundation Permitted Separately = No,</li><li>➤ and Private Provider Plan Review = No</li></ul></li></ul>
Engineered Stair Plans	Yes	<ul style="list-style-type: none"><li>➤ If Plans Mastered = No,<ul style="list-style-type: none"><li>➤ and Does scope of work include stairs exceeding 72 inches above grade? = Yes,</li><li>➤ and Private Provider Plan Review = No</li></ul></li></ul>
Construction Plans	No	<ul style="list-style-type: none"><li>➤ If Type of Permit = New,<ul style="list-style-type: none"><li>➤ and Private Provider Plan Review = Yes,</li><li>➤ and Plans Mastered = No</li></ul></li><li>➤ If Type of Permit = Remodel,<ul style="list-style-type: none"><li>➤ and Does this project include structural work = No,</li><li>➤ and Plans Mastered = No</li></ul></li><li>➤ If Type of Permit = Remodel,<ul style="list-style-type: none"><li>➤ and Does this project include structural work = Yes,</li><li>➤ and Plans Mastered = No,</li><li>➤ and Private Provider Plan Review = Yes</li></ul></li></ul>
Notice to Building Official	No	<ul style="list-style-type: none"><li>➤ If Private Provider Inspections = Yes</li><li>➤ If Private Provider Plan Review = Yes,</li></ul>

## Permitting Module Required DigEplan Documents

		➤ and Private Provider Inspections = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Well Affidavit	No	➤ If Please provide Potable Water = Well
Sewer Letter	No	➤ If Please provide Wastewater = Sewer, ➤ and Does utilities receipt cover both Water/Sewer? = No
Water Letter	No	➤ If Please provide Wastewater = Utilities Provider, ➤ and Does utilities receipt cover both Water/Sewer? = No
Water/Sewer Letter	No	➤ If Does utilities receipt cover both Water/Sewer? = Yes
Health Department Receipt	No	➤ If Please provide Wastewater = Septic
Impact Fee Credit Usage Authorization	No	➤ If Impact Fee Credits? = Yes
<b>Required Document Types – Subsequent</b>		
Product Approval(s)	Other	
Notice of Commencement	Architectural Plans	
MEP Plans	No Rise	
Stamped Septic Approval	Termite Certificate	

Commercial Other (Slabs, Radio/TV Antennas, Water Tank, or Lift Stations):

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name	Digital Seal Required?	
Site Plan	No	
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Construction Plans	No	<ul style="list-style-type: none"><li>➤ If Type of Use != Foundation Only (Building),<ul style="list-style-type: none"><li>➤ and If Master Plans? = No</li></ul></li><li>➤ If Type of Use = Foundation Only (Building),<ul style="list-style-type: none"><li>➤ and If Foundation Plans Mastered = No,</li><li>➤ and Private Provider Plan Review = Yes</li></ul></li></ul>
Foundation Plans	Yes	<ul style="list-style-type: none"><li>➤ If Type of Use = Foundation Only (Building),<ul style="list-style-type: none"><li>➤ and If Foundation Plans Mastered = No,</li><li>➤ and Private Provider Plan Review = No</li></ul></li></ul>
Notice to Building Official	No	<ul style="list-style-type: none"><li>➤ If Private Provider Inspections = Yes</li><li>➤ If Private Provider Plan Review = Yes,<ul style="list-style-type: none"><li>➤ and Private Provider Inspections = Yes</li></ul></li></ul>
Private Provider Plan Review Intake Information	No	<ul style="list-style-type: none"><li>➤ If Private Provider Plan Review = Yes</li></ul>

## Permitting Module Required DigEplan Documents

Impact Fee Credit Usage Authorization	No	➤ If Impact Fee Credits? =Yes
Master Letter	Yes	➤ If Plans Mastered = Yes, ➤ and Approved for Repetitive Use = No ➤ If Are Foundation Plans Mastered = Yes, ➤ and Found App for Rep Use = No
<b>Required Document Types – Subsequent</b>		
No Rise	Other	
Notice of Commencement		

**Residential Building** (New Construction, Alterations/Remodeling, Additions, Accessory Structures, Shed and Decks):

Residential New Building:

Required Document Types - <i>Always</i> Required per Submittal		
Required Document Name		Digital Seal Required?
Site Plan		No
Energy Calculations		No
Energy Calculations Cover Sheet		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	➤ If Master Plan? = No, ➤ and Private Provider Plan Review? = No
Construction Plans	No	➤ If Master Plan? = No, ➤ and Private Provider Plan Review? = Yes
Product Approval(s)	No	➤ If Master Plan? = No, ➤ and Are product approval(s) included with Engineered Plans? = No
Drainage Plan	No	➤ If Drainage Plan req'd = Yes
Master Letter	Yes	➤ If Master Plans= Yes, ➤ and Approved for Repetitive Use = No
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Impact Fee Credit Usage Authorization	No	➤ If Impact Fee Credits? =Yes
Well Affidavit	No	➤ If Please Provide Potable Water = Well



## Permitting Module Required DigEplan Documents

Sewer Letter	No	➤ If Please provide Wastewater = Sewer, ➤ and Does utilities receipt cover both Water/Sewer? = No
Health Department Receipt	No	➤ Please provide Wastewater = Septic
Water Letter	No	➤ If Please Provide Potable Water = Utilities Provider, ➤ and Does utilities receipt cover both Water/Sewer? = No
Water/Sewer Letter	No	➤ If Does utilities receipt cover both Water/Sewer? = Yes
<b>Required Document Types – Subsequent</b>		
Termite Certificate		Blower Door Test
Other		No Rise
Notice of Commencement		HOA Approval Letter
Stamped Septic Approval		Impact Letter
Architectural Plans		Truss Layout

Residential Alteration to Primary Structure (excludes additional sq. footage):

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Aerial/Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Floor Plan (Existing)	No	➤ If Type of Use = Interior Remodel, ➤ and Master Plans? = No
Master Letter	Yes	➤ If Master Plans? = Yes, ➤ and Approved for Repetitive Use = No
Construction Plans	No	➤ If Does this project include structural work? = No, ➤ and Master Plans? = No ➤ If Does this project include structural work? = Yes, ➤ and Master Plans? = No, ➤ and Private Provider Plan Review = Yes
Engineered Plans	Yes	➤ If Does this project include structural work? = Yes, ➤ and Master Plans? = No, ➤ and Private Provider Plan Review = No
MEP Plans	No	➤ If Does scope of work include Electrical, Mechanical, or Plumbing? = Yes, ➤ and Master Plans? = No
Product Approval(s)	No	➤ If Does scope of work include either replacement/new Windows, Doors, or Roof? = Yes, ➤ and Master Plans? = No



## Permitting Module Required DigEplan Documents

Energy Calculations	No	➤ If Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes, ➤ and Type of Use = Interior Remodel
Energy Calculations Cover Sheet	No	➤ If Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes, ➤ and Type of Use = Interior Remodel
Drainage Plan	No	➤ If Drainage Plan Req'd = Yes
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Impact Fee Credit Usage Authorization	No	➤ If Impact Fee Credits? =Yes
<b>Required Document Types – Subsequent Based on Internal Review</b>		
Other	Health Department Approval	
Notice of Commencement		

Residential Addition to Primary Structure (includes Remodeling):

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Product Approval(s)	No	➤ If Are product approvals included with the Engineered Plans? = No, ➤ and Master Plans? = No
Engineered Plans	Yes	➤ If Master Plans? = No, ➤ and Private Provider Plan Review = No
Construction Plans	No	➤ If Master Plans? = No, ➤ and Private Provider Plan Review = Yes
Energy Calculations	No	➤ If Will there be an addition of more than 200 sq. ft. Of air conditioned space? = Yes
Energy Calculations Cover Sheet	No	➤ If Will there be an addition of more than 200 sq. ft. Of air conditioned space? = Yes
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Drainage Plan	No	➤ If Drainage Plan Req'd = Yes

## Permitting Module Required DigEplan Documents

Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Master Letter	Yes	➤ If Master Plans? = Yes, ➤ and Approved for Repetitive Use = No
Impact Fee Credit Usage Authorization	No	➤ If Impact Fee Credits? =Yes
<b>Required Document Types – Subsequent Based on Internal Review</b>		
Termite Certificate	Health Department Approval	
Notice of Commencement	Other	
Impact Letter	No Rise	
Architectural Plans		

Residential Accessory Structure (includes Shed and Decks):

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
DCA Approval Letter	No	➤ If Is this structure DCA approved? = Yes
Master Letter	Yes	➤ If Plans Mastered = Yes, ➤ and Approved for Repetitive Use = No ➤ If Are Foundation Plans Mastered = Yes, ➤ and Foun App for Rep Use = No
Foundation Plans	Yes	➤ If Is foundation repair or installation included? = Yes, ➤ and Foundation Mastered = No ➤ and Private Provider Plan Review = No
MEP Plans	No	➤ If Does scope of work include Electrical, Mechanical, or Plumbing? = Yes, ➤ and Plans Mastered = No
Energy Calculations Cover Sheet	No	➤ If Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes
Energy Calculations	No	➤ If Will more than 200 sq. ft. of air-conditioned space be added or converted? = Yes
Impact Fee Credit Usage Authorization	No	➤ If Impact Fee Credits? =Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes If Master Letter = Yes, ➤ and Approved for Repetitive Use = No
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes

## Permitting Module Required DigEplan Documents

Health Department Receipt	No	➤ Is septic connection included? = Yes
<b>Required Document Types – Subsequent Based on Internal Review</b>		
Flame Spread Certification	No Rise	
Engineered Plans	Construction Plans	
Product Approval(s)	Impact Letter	
Notice of Commencement	Other	
Stamped Septic Approval	Termite Certificate	
Architectural Plans	HOA Approval Letter	
Owner Authorization		

### Dock and Shoreline

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Aerial/Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	<ul style="list-style-type: none"><li>➤ If Type of Use = Commercial or Multi-Family Residential,<ul style="list-style-type: none"><li>➤ and Type of Permit = Fishing Pier/Observation Deck,</li><li>➤ and Private Provider Plan Review = No</li></ul></li><li>➤ If Type of Permit = Boathouse,<ul style="list-style-type: none"><li>➤ and Private Provider Plan Review = No</li></ul></li><li>➤ If Type of Permit = Retaining Wall,<ul style="list-style-type: none"><li>➤ and Height &gt; 2ft,</li><li>➤ and Private Provider Plan Review = No</li></ul></li></ul>
Construction Plans	No	<ul style="list-style-type: none"><li>➤ If Type of Use = Commercial or Multi-Family Residential,<ul style="list-style-type: none"><li>➤ and Type of Permit = Boatlift, Boatramp, Davits, Dock, Dredging, Dune Walkover, Manatee Payment Only, Other, Repair Deck, Repair Other, Rip Rap, Seawall, Wetland Boardwalk</li></ul></li><li>➤ If Type of Use = Commercial or Multi-Family Residential:<ul style="list-style-type: none"><li>➤ and Type of Permit = Fishing Pier/Observation Deck</li><li>➤ and Private Provider Plan Review = Yes</li></ul></li><li>➤ If Type of Use = 1 &amp; 2 Family,<ul style="list-style-type: none"><li>➤ and Type of Permit = Boatlift, Boatramp, Davits, Dock, Dredging, Dune Walkover, Fishing Pier/Observation Deck, Manatee Payment Only, Other, Repair Deck, Repair Other, Rip Rap, Seawall, Wetland Boardwalk</li></ul></li><li>➤ If Type of Permit = Retaining Wall,</li></ul>

## Permitting Module Required DigEplan Documents

		<ul style="list-style-type: none"> <li>➤ and Height &lt; 2ft</li> <li>➤ If Type of Permit = Retaining Wall, <ul style="list-style-type: none"> <li>➤ and Height &gt; 2ft,</li> <li>➤ and Private Provider Plan Review = Yes</li> </ul> </li> <li>➤ If Type of Permit = Boathouse, <ul style="list-style-type: none"> <li>➤ and Private Provider Plan Review = Yes</li> </ul> </li> </ul>
Electrical Plans	No	➤ If Electrical Permit Required = Yes
Notice to Building Official	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Inspections = Yes</li> <li>➤ If Private Provider Plan Review = Yes, <ul style="list-style-type: none"> <li>➤ and Private Provider Inspections = Yes</li> </ul> </li> </ul>
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
<b>Required Document Types – Subsequent</b>		
Manatee Protection Plan		Other
Notice of Commencement		Architectural Plans
DEP/Army Corps of Engineers		Survey
No Rise		

### Electric and Low-Voltage

Electric:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Aerial/Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	<ul style="list-style-type: none"><li>➤ If Type = Electrical,<ul style="list-style-type: none"><li>➤ and Commercial/Residential = Commercial,</li><li>➤ and AMPS &gt; 800 or VOLTS &gt; 240,</li><li>➤ and Private Provider Plan Review = No</li></ul></li><li>➤ If Type = Electrical,<ul style="list-style-type: none"><li>➤ and Commercial/Residential = Residential,</li><li>➤ and AMPS &gt; 600 or VOLTS &gt; 240,</li><li>➤ and Private Provider Plan Review = No</li></ul></li><li>➤ If Type = Electrical,<ul style="list-style-type: none"><li>➤ and Estimated Job Value &gt; 125,000,</li><li>➤ and Private Provider Plan Review = No</li></ul></li></ul>
Construction Plans	No	<ul style="list-style-type: none"><li>➤ If Type = Electrical,<ul style="list-style-type: none"><li>➤ and Commercial/Residential = Commercial,</li><li>➤ and AMPS &gt; 800 or VOLTS &gt; 240,</li><li>➤ and Private Provider Plan Review = Yes</li></ul></li></ul>

## Permitting Module Required DigEplan Documents

		<ul style="list-style-type: none"> <li>➤ If Type = Electrical, <ul style="list-style-type: none"> <li>➤ and Commercial/Residential = Residential,</li> <li>➤ and AMPS &gt; 600 or VOLTS &gt; 240,</li> <li>➤ and Private Provider Plan Review = Yes</li> </ul> </li> <li>➤ If Type = Electrical, <ul style="list-style-type: none"> <li>➤ and Estimated Job Value &gt; 125,000,</li> <li>➤ and Private Provider Plan Review = Yes</li> </ul> </li> </ul>
Notice to Building Official	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Inspections = Yes</li> <li>➤ If Private Provider Plan Review = Yes, <ul style="list-style-type: none"> <li>➤ and Private Provider Inspections = Yes</li> </ul> </li> </ul>
Private Provider Plan Review Intake Information	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Plan Review = Yes</li> </ul>
<b>Required Document Types – Subsequent</b>		
Notice of Commencement		Other

### Low-Voltage and Access Control/Low Voltage:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name	Digital Seal Required?	
None		
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Aerial/Site Plan	No	➤ If is Low Voltage work included under an active COM Permit? = No
Low Voltage Plans	No	➤ If Is Low Voltage work included under an active COM Permit? = No, ➤ and Estimated Job Value >= \$5,000
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Required Document Types – Subsequent		
Notice of Commencement		Other

### Exterior Openings (Size-for-Size Windows/Shutters/Doors):

<b>Required Document Types - Always Required per Submittal</b>	
Required Document Name	Digital Seal Required?
*Floor Plan	No

## Permitting Module Required DigEplan Documents

Aerial/Site Plan		No
<b>Required Document Types - per Custom Field Completions</b>		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Master Letter	Yes	➤ If Master Plans? = Yes, ➤ and Approved for Repetitive Use = No
Individual Pressure Engineering	Yes	➤ If Engineering = Providing Individual Engineering, ➤ and Private Provider Plan Review = No
Custom Windows System Letter	No	➤ If Acrylic/Vinyl Window Replacement is checked
Individual Pressure Calculations	No	➤ If Engineering = Providing Individual Calculations
Fire Rated UL Glass	No	➤ If Is the existing opening currently fire rated? = Yes, ➤ and Type of Use = Commercial or Multi-Family/Condo (3+ Units)
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
HOA Approval Letter	No	➤ If Type of Use = Multi-Family/Condo (3+ Units)
Window Tinting	No	➤ If Do any windows or doors with glass face the beach? = Yes
<b>Required Document Types – Subsequent Based on Internal Review</b>		
Product Approval(s)		Other
Notice of Commencement		

\*Please click [here](#) to view a Floor Plan Layout example

## Fence

Commercial Fence:

<b>Required Document Types - Always Required per Submittal</b>		
Required Document Name	Digital Seal Required?	
Site Plan		No
<b>Required Document Types - per Custom Field</b>		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	➤ If Type of Permit = Retaining, ➤ and Height (feet) > 2, ➤ and Private Provider Plan Review? = No ➤ If Type of Permit = Wall or Fence, ➤ and Height (feet) > 6, ➤ and Private Provider Plan Review? = No

## Permitting Module Required DigEplan Documents

Fence Details	No	<ul style="list-style-type: none"> <li>➤ If Type of Permit = Retaining, <ul style="list-style-type: none"> <li>➤ and Height (feet) &lt;= 2</li> </ul> </li> <li>➤ If Type of Permit = Wall or Fence, <ul style="list-style-type: none"> <li>➤ and Height (feet) &lt;= 6</li> </ul> </li> </ul>
Construction Plans	No	<ul style="list-style-type: none"> <li>➤ If Type of Permit = Retaining, <ul style="list-style-type: none"> <li>➤ and Height (feet) &gt; 2,</li> <li>➤ and Private Provider Plan Review? = Yes</li> </ul> </li> <li>➤ If Type of Permit = Wall or Fence, <ul style="list-style-type: none"> <li>➤ and Height (feet) &gt; 6,</li> <li>➤ and Private Provider Plan Review? = Yes</li> </ul> </li> </ul>
Pool Barrier Details	No	<ul style="list-style-type: none"> <li>➤ If Will fence be used as pool enclosure? = Yes</li> </ul>
Notice to Building Official	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Inspections = Yes</li> <li>➤ If Private Provider Plan Review = Yes, <ul style="list-style-type: none"> <li>➤ and Private Provider Inspections = Yes</li> </ul> </li> </ul>
Private Provider Plan Review Intake Information	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Plan Review = Yes</li> </ul>
<b>Required Document Types – Subsequent</b>		
Notice of Commencement	Other	
Easement Disclosure and Acknowledgement	No Rise	

### Residential Fence:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Pool Barrier Details	No	➤ If Will fence be used as pool enclosure? = Yes
Fence Details	No	➤ If Type of Permit = Retaining, ➤ and Height (feet) <= 2 ➤ If Type of Permit = Wall or Fence, ➤ and Height (feet) <= 6
Construction Plans	No	➤ If Type of Permit = Retaining, ➤ and Height (feet) > 2, ➤ and Private Provider Plan Review? = Yes ➤ If Type of Permit = Wall or Fence, ➤ and Height (feet) > 6, ➤ and Private Provider Plan Review? = Yes
Engineered Plans	Yes	➤ If Type of Permit = Retaining, ➤ and Height (feet) > 2, ➤ and Private Provider Plan Review? = No ➤ If Type of Permit = Wall or Fence,



## Permitting Module Required DigEplan Documents

		<ul style="list-style-type: none"> <li>➤ and Height (feet) &gt; 6,</li> <li>➤ and Private Provider Plan Review? = No</li> </ul>
Notice to Building Official	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Inspections = Yes</li> <li>➤ If Private Provider Plan Review = Yes, <ul style="list-style-type: none"> <li>➤ and Private Provider Inspections = Yes</li> </ul> </li> </ul>
Private Provider Plan Review Intake Information	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Plan Review = Yes</li> </ul>
<b>Required Document Types – Subsequent</b>		
Notice of Commencement		Easement Disclosure and Acknowledgement
No Rise		Owner Authorization
Other		

### Fire

Commercial Fire:

<b>Required Document Types - Always Required per Submittal</b>		
<b>Required Document Name</b>		<b>Digital Seal Required?</b>
Aerial/Site Plan		No
<b>Required Document Types - per Custom Field</b>		
<b>Required Document Name</b>	<b>Digital Seal Required?</b>	<b>Custom Field Name and Value</b>
Floor Plan	No	<ul style="list-style-type: none"> <li>➤ If Improvement Location = Interior or Both</li> </ul>
Shop Drawings	No	<ul style="list-style-type: none"> <li>➤ If Type of Permit = Sprinklers or Fire Alarms, <ul style="list-style-type: none"> <li>➤ and Action Type = New,</li> <li>➤ and Master Plan? = No</li> </ul> </li> <li>➤ If Type of Permit = Sprinklers, <ul style="list-style-type: none"> <li>➤ and Action Type = Repair/Replace,</li> <li>➤ and Additional Building Information = Existing Building,</li> <li>➤ and Will you be using a Simplified System per F.S. 553.7932? = No</li> </ul> </li> <li>➤ If Type of Permit = Fire Alarms, <ul style="list-style-type: none"> <li>➤ and Action Type = Repair/Replace,</li> <li>➤ and Additional Building Information = Existing Building,</li> <li>➤ and Will you be using a Simplified System per F.S. 553.7932? = No,</li> <li>➤ and Master Plan? = No</li> </ul> </li> </ul>
Anchoring Drawings	No	<ul style="list-style-type: none"> <li>➤ If Tanks or Tanks &amp; Lines are CHECKED If Tanks or Tanks &amp; Lines are CHECKED</li> </ul>
Master Letter	Yes	<ul style="list-style-type: none"> <li>➤ If Master Plans = Yes, <ul style="list-style-type: none"> <li>➤ and Approved for Repetitive Use = No</li> </ul> </li> </ul>

## Permitting Module Required DigEplan Documents

Notice to Building Official	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Inspections = Yes</li> <li>➤ If Private Provider Plan Review = Yes, <ul style="list-style-type: none"> <li>➤ and Private Provider Inspections = Yes</li> </ul> </li> </ul>
Private Provider Plan Review Intake Information	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Plan Review = Yes</li> </ul>
<b>Required Document Types – Subsequent</b>		
Notice of Commencement	Other	

### Residential Fire:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Aerial/Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Floor Plan	No	➤ If Improvement Location = Interior or Both
Anchoring Drawings	No	➤ If Tanks or Tanks & Lines are CHECKED If Tanks or Tanks & Lines are CHECKED
Shop Drawings	No	➤ If Type of Permit = Sprinklers or Fire Alarms, ➤ and Master Plan? =No
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Master Letter	Yes	➤ If Master Plans = Yes, ➤ and Approved for Repetitive Use = No
Required Document Types – Subsequent		
Notice of Commencement		Other
Foundation Engineering (to Resist Tank Floatation)		

### Manufactured/Mobile Home/RV

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal	Custom Field Name and Value

## Permitting Module Required DigEplan Documents

	Required?	
Complete Manufacturer Set Up Manual	No	<ul style="list-style-type: none"> <li>➤ If Type of Use = Mobile Home, Park Model, Recreational Vehicle or Temporary Housing (Mobile Home), <ul style="list-style-type: none"> <li>➤ and Will a State Approved Plan/Manual be used? = Yes</li> </ul> </li> </ul>
Engineered Plans	Yes	<ul style="list-style-type: none"> <li>➤ If Type of Use = Mobile Home, Modular Home, Park Model, Recreational Vehicle or Temporary Housing (Mobile Home), <ul style="list-style-type: none"> <li>➤ and Will a State Approved Plan/Manual be used? = No,</li> <li>➤ and Private Provider Plan Review = No</li> </ul> </li> <li>➤ If Type of Use = Mobile Home, Modular Home, Park Model, Recreational Vehicle, or Temporary Housing (Mobile Home), <ul style="list-style-type: none"> <li>➤ and Will a State Approved Plan/Manual be used? = Yes,</li> <li>➤ and Are all components of the setup covered in the State Approved Plan/Manual or through a Lee County Master? = No,</li> <li>➤ and Private Provider Plan Review = No</li> </ul> </li> </ul>
Construction Plans	No	<ul style="list-style-type: none"> <li>➤ If Type of Use = Mobile Home, Modular Home, Park Model, Recreational Vehicle, or Temporary Housing (Mobile Home) <ul style="list-style-type: none"> <li>➤ and Will a State Approved Plan/Manual be used? = No,</li> <li>➤ and Private Provider Plan Review = Yes,</li> </ul> </li> <li>➤ If Type of Use = Mobile Home, Modular Home, Park Model, Recreational Vehicle, or Temporary Housing (Mobile Home), <ul style="list-style-type: none"> <li>➤ and Will a State Approved Plan/Manual be used? = Yes,</li> <li>➤ and Are all components of the setup covered in the State Approved Plan/Manual or through a Lee County Master? = No,</li> <li>➤ and Private Provider Plan Review = Yes</li> </ul> </li> </ul>
Skirting Detail	No	<ul style="list-style-type: none"> <li>➤ If Will skirting be installed? = Yes</li> </ul>
Notice to Building Official	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Inspections = Yes</li> <li>➤ If Private Provider Plan Review = Yes, <ul style="list-style-type: none"> <li>➤ and Private Provider Inspections = Yes</li> </ul> </li> </ul>
Private Provider Plan Review Intake Information	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Plan Review = Yes</li> </ul>
Wind Zone 3 Letter	No	<ul style="list-style-type: none"> <li>➤ If Type of Use = Mobile Home or Park Model Housing</li> </ul>
Impact Fee Credit Usage Authorization	No	<ul style="list-style-type: none"> <li>➤ If Impact Fee Credits? = Yes</li> </ul>
Well Affidavit	No	<ul style="list-style-type: none"> <li>➤ If Please Provide Potable Water = Well</li> </ul>
Sewer Letter	No	<ul style="list-style-type: none"> <li>➤ If Please provide Wastewater = Sewer,</li> </ul>

## Permitting Module Required DigEplan Documents

		➤ and Does utilities receipt cover both Water/Sewer? = No
Health Department Receipt	No	➤ Please provide Wastewater = Septic
Water Letter	No	➤ If Please Provide Potable Water = Utilities Provider, and Does utilities receipt cover both Water/Sewer? = No
Water/Sewer Letter	No	➤ If Does utilities receipt cover both Water/Sewer? = Yes
Drainage Plan	No	➤ If Drainage Plan Req'd = Yes
Master Letter	Yes	➤ If Are tie-down details mastered with Lee County? = Yes, ➤ and Approved for Repetitive Use = No
<b>Required Document Types – Subsequent</b>		
Impact Letter		Stamped Septic Approval
Notice of Commencement		Cross Sections (NAVID Elevations)
Other		No Rise

### Mechanical

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Aerial/Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Floor Plan	No	<ul style="list-style-type: none"><li>➤ If Valuation &gt; 125,000</li><li>➤ If Occupancy Load is &gt; 100</li><li>➤ If Action (ASIT) = New</li></ul>
Load Calculations	No	<ul style="list-style-type: none"><li>➤ If Action (ASIT) = New,<ul style="list-style-type: none"><li>➤ and Type of Permit (ASIT) = Split System, Mini-Split System, Package Unit, or Duct Work</li></ul></li></ul>
Product Details (Hood Type 2)	No	<ul style="list-style-type: none"><li>➤ If Commercial/Residential = Commercial,<ul style="list-style-type: none"><li>➤ and Action Type = New,</li><li>➤ and Type of System = Heat Hood (Type II)</li></ul></li></ul>
Notice to Building Official	No	<ul style="list-style-type: none"><li>➤ If Private Provider Inspections = Yes</li><li>➤ If Private Provider Plan Review = Yes,<ul style="list-style-type: none"><li>➤ and Private Provider Inspections = Yes</li></ul></li></ul>
Private Provider Plan Review Intake Information	No	<ul style="list-style-type: none"><li>➤ If Private Provider Plan Review = Yes</li></ul>
Required Document Types – Subsequent		
Notice of Commencement		Commencement Plan
Other		

## Permitting Module Required DigEplan Documents

### Occupancy

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Aerial/Site Plan		No
Required Document Types - per Custom Field Completions		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Interior Layout	Yes	➤ If Type of Use = Doggie Dining, Executive Suite, New Occupancy, Shared Space – Office, Shared Space – Other, or Tenant Change
Required Document Types – Subsequent Based on Internal Review		
Other		

### Plumbing and Irrigation

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name	Digital Seal Required?	
Aerial/Site Plan	No	
Required Document Types - per Custom Field Completions		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	<ul style="list-style-type: none"><li>➤ If Type of Permit = Plumbing,<ul style="list-style-type: none"><li>➤ and Valuation &gt; 125,000,</li><li>➤ and Private Provider Plan Review = No</li></ul></li></ul>
Plumbing Plans	No	<ul style="list-style-type: none"><li>➤ If Type of Permit = Plumbing,<ul style="list-style-type: none"><li>➤ and Type of Use = New/Addition</li></ul></li><li>➤ If Type of Permit = Plumbing,<ul style="list-style-type: none"><li>➤ and Valuation &gt; 125,000,</li><li>➤ and Private Provider Plan Review = Yes</li></ul></li></ul>
Sewer Letter	No	<ul style="list-style-type: none"><li>➤ If Type of Permit = Sewer</li></ul>
Notice to Building Official	No	<ul style="list-style-type: none"><li>➤ If Private Provider Inspections = Yes</li><li>➤ If Private Provider Plan Review = Yes,<ul style="list-style-type: none"><li>➤ and Private Provider Inspections = Yes</li></ul></li></ul>
Private Provider Plan Review Intake Information	No	<ul style="list-style-type: none"><li>➤ If Private Provider Plan Review = Yes</li></ul>
Required Document Types – Subsequent Based on Internal Review		
Other		

## Permitting Module Required DigEplan Documents

### Pool

Commercial Pool:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Site Plan		No
Pool Layout		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Health Department Receipt	No	➤ If Type of Permit = Pool - Below Ground, Pool w/ Spa - Below Ground, Renovation, or Spa - Below Ground
Engineered Plans	Yes	➤ If Type of Permit = Pool - Below Ground, Pool w/ Spa - Below Ground, Fountain, or Spa - Below Ground, ➤ and Private Provider Plan Review = No, ➤ and Pool Const. Drawings Mastered = No ➤ If Type of Permit = Renovation, ➤ and Is this a pool resurface only? = No , ➤ and Pool Const. Drawings Mastered = No, ➤ and Private Provider Plan Review? = No
Construction Plans	No	➤ If Private Provider Plan Review = Yes ➤ If Type of Permit = Renovation, ➤ and Is this a pool resurface only? = Yes
Master Letter	Yes	➤ If Pool Const. Drawings Mastered = Yes, ➤ and Approved for Repetitive Use = No
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Hydraulic Calculations	Yes	➤ If Type of Permit = Renovation, ➤ and Is pool size changing? = Yes, ➤ and Private Provider Plan Review = No ➤ If Type of Permit = Pool - Below Ground, Pool w/ Spa - Below Ground, or Spa - Below Ground, ➤ and Private Provider Plan Review = No
Required Document Types – Subsequent		
Notice of Commencement		No Rise
Other		

**\*\*\*Please note that Above Ground Pool Types cannot be Commercial\*\*\***

## Permitting Module Required DigEplan Documents

### Residential Pool:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	<ul style="list-style-type: none"><li>➤ If Type of Permit = Pool – Below Ground, Pool w/ Spa – Below Ground, Renovation, or Spa – Below Ground<ul style="list-style-type: none"><li>➤ and Pool Const. Drawings Mastered = No</li><li>➤ and Private Provider Plan Review? = No</li></ul></li></ul>
Construction Plans	No	<ul style="list-style-type: none"><li>➤ If Type of Permit = Pool – Below Ground, Pool w/ Spa – Below Ground, Renovation, or Spa – Below Ground,<ul style="list-style-type: none"><li>➤ and Pool Const. Drawings Mastered = No</li><li>➤ and Private Provider Plan Review? = Yes</li></ul></li></ul>
Ladder Specifications	No	<ul style="list-style-type: none"><li>➤ If Type of Permit = Pool – Above Ground 16ft Diameter or greater <b>or</b> Pool – Above Ground 16ft Diameter or less</li></ul>
Hydraulic Calculations	Yes	<ul style="list-style-type: none"><li>➤ If Type of Permit = Pool – Below Ground, Pool w/ Spa – Below Ground, Renovation, or Spa – Below Ground,<ul style="list-style-type: none"><li>➤ and Private Provider Plan Review? = No</li></ul></li></ul>
Manufacturer Specifications	No	<ul style="list-style-type: none"><li>➤ If Type of Permit = Pool – Above Ground 16ft Diameter or greater <b>or</b> Pool – Above Ground 16ft Diameter or less</li></ul>
Pump Manual	No	<ul style="list-style-type: none"><li>➤ If Type of Permit = Pool – Above Ground 16ft Diameter or greater <b>or</b> Pool – Above Ground 16ft Diameter or less</li></ul>
Pool Layout	No	<ul style="list-style-type: none"><li>➤ If Type of Permit = Pool – Below Ground, Pool w/ Spa – Below Ground, Renovation, or Spa – Below Ground</li></ul>
Notice to Building Official	No	<ul style="list-style-type: none"><li>➤ If Private Provider Inspections = Yes</li><li>➤ If Private Provider Plan Review = Yes,<ul style="list-style-type: none"><li>➤ and Private Provider Inspections = Yes</li></ul></li></ul>
Private Provider Plan Review Intake Information	No	<ul style="list-style-type: none"><li>➤ If Private Provider Plan Review = Yes</li></ul>
Master Letter	Yes	<ul style="list-style-type: none"><li>➤ If Pool Const. Drawings Mastered = Yes,<ul style="list-style-type: none"><li>➤ and Approved for Repetitive Use = No</li></ul></li></ul>
Required Document Types – Subsequent		
Other		Notice of Commencement
No Rise		Owner Authorization

### Roof and Roofovers

#### Roof:

Required Document Types - <b>Always</b> Required per Submittal
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## Permitting Module Required DigEplan Documents

Required Document Name		Digital Seal Required?
Aerial/Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Roof Plan	No	➤ If Is this a partial roof replacement? = Yes
Engineered Plans	Yes	<ul style="list-style-type: none"> <li>➤ If Property Use Type = Mobile Home, <ul style="list-style-type: none"> <li>➤ and Type of Roof = Single Ply, TPO System or Modified,</li> <li>➤ and Are Master Plans being used? = No,</li> <li>➤ and Private Provider Plan Review? = No</li> </ul> </li> <li>➤ If Property Use Type <b>is not</b> Mobile Home, <ul style="list-style-type: none"> <li>➤ and Type of Roof = Single Ply, TPO System, or Modified,</li> <li>➤ and Engineering (Pressures) = Providing Signed and Sealed Engineering,</li> <li>➤ and Private Provider Plan Review? = No</li> </ul> </li> <li>➤ If Property Use Type <b>is not</b> Mobile Home, <ul style="list-style-type: none"> <li>➤ and Type of Roof = Multiple Types,</li> <li>➤ and Type of Roof in Product Approval List = Single Ply, TPO System, or Modified,</li> <li>➤ and Engineering (Pressures) = Providing Signed and Sealed Engineering,</li> <li>➤ and Private Provider Plan Review? = No</li> </ul> </li> </ul>
Construction Plans	No	<ul style="list-style-type: none"> <li>➤ If Property Use Type = Mobile Home, <ul style="list-style-type: none"> <li>➤ and Type of Roof = Single Ply, TPO System or Modified,</li> <li>➤ and Are Master Plans being used? = No,</li> <li>➤ and Private Provider Plan Review? = Yes</li> </ul> </li> <li>➤ If Property Use Type <b>is not</b> Mobile Home <ul style="list-style-type: none"> <li>➤ and Type of Roof = Single Ply, TPO System, or Modified,</li> <li>➤ and Engineering (Pressures) = Providing Signed and Sealed Engineering,</li> <li>➤ and Private Provider Plan Review? = Yes</li> </ul> </li> <li>➤ If Property Use Type <b>is not</b> Mobile Home, <ul style="list-style-type: none"> <li>➤ and Type of Roof = Multiple Types,</li> <li>➤ And Type of Roof in Product Approval List = Single Ply, TPO System, or Modified,</li> <li>➤ and Engineering (Pressures) = Providing Signed and Sealed Engineering,</li> <li>➤ and Private Provider Plan Review? = Yes</li> </ul> </li> </ul>
Notice to Building Official	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Inspections = Yes</li> <li>➤ If Private Provider Plan Review = Yes, <ul style="list-style-type: none"> <li>➤ and Private Provider Inspections = Yes</li> </ul> </li> </ul>

## Permitting Module Required DigEplan Documents

Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
<b>Required Document Types – Subsequent</b>		
Product Approval(s)	Roof to Wall Connections	
Notice of Commencement	Roof Pitch Agreement	
Roof Inspection Affidavit		

### Commercial Roofovers:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Aerial/Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Master Letter	Yes	➤ If Master Plans= Yes, ➤ and Approved for Repetitive Use = No
Engineered Plans	Yes	➤ If Construction Details Mastered = No, ➤ and Private Provider Plan Review = No
Construction Plans	No	➤ If Construction Details Mastered = No, ➤ and Private Provider Plan Review = Yes
Product Approval(s)	No	➤ If Are the Product Approvals(s) included with the Engineered Plans? = No, ➤ and Master Plans = No
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Required Document Types – Subsequent		
Notice of Commencement		HOA Approval Letter
Other		

### Residential Roofovers:

Required Document Types - <b>Always</b> Required per Submittal	
Required Document Name	Digital Seal Required?
Aerial/Site Plan	No
Required Document Types - per Custom Field	

## Permitting Module Required DigEplan Documents

Required Document Name	Digital Seal Required?	Custom Field Name and Value
Master Letter	Yes	➤ If Master Plans= Yes, ➤ and Approved for Repetitive Use = No
Engineered Plans	Yes	➤ If Construction Details Mastered = No, ➤ and Private Provider Plan Review = No
Construction Plans	No	➤ If Construction Details Mastered = No, ➤ and Private Provider Plan Review = Yes
Product Approval(s)	No	➤ If Are the Product Approvals(s) included with the Engineered Plans? = No, ➤ and Master Plans = No
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
<b>Required Document Types – Subsequent</b>		
Other		HOA Approval Letter
Notice of Commencement		

### Solar-Photovoltaic

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Aerial/Site Plan		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Photovoltaic Plans	Yes	➤ If Type of Permit = Photovoltaic System, ➤ and Private Provider Plan Review? = No
Construction Plans	No	➤ If Type of Permit = Photovoltaic System, ➤ and Private Provider Plan Review? = Yes
Roof Affidavit	No	➤ If Type of Permit = Pool Heater, Pool & Water Heater, or Water Heater, ➤ and Roof/Ground Mounted = Roof –Mounted
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Required Document Types – Subsequent		

## Permitting Module Required DigEplan Documents

Other	Notice of Commencement
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### Master Plans

Master Commercial Approval:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name	Digital Seal Required?	
None		
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	➤ If Private Provider Plan Review = No
Construction Plans	No	➤ If Private Provider Plan Review = Yes
Master Letter	Yes	➤ If Private Provider Plan Review = No
Notice to Building Official	No	➤ If Private Provider Plan Review = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Required Document Types – Subsequent		
Other		

Master Fire Approval:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name	Digital Seal Required?	
None		
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	➤ If Private Provider Plan Review = No
Construction Plans	No	➤ If Private Provider Plan Review = Yes
Master Letter	Yes	➤ If Private Provider Plan Review = No
Notice to Building Official	No	➤ If Private Provider Plan Review = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Required Document Types – Subsequent		
Other		

## Permitting Module Required DigEplan Documents

Master Mobile Home/RV Approval:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name	Digital Seal Required?	
None		
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	➤ If Private Provider Plan Review = No
Construction Plans	No	➤ If Private Provider Plan Review = Yes
Master Letter	Yes	➤ If Private Provider Plan Review = No
Notice to Building Official	No	➤ If Private Provider Plan Review = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Required Document Types – Subsequent		
Other		

Master Pool Approval:

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name	Digital Seal Required?	
None		
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	➤ If Private Provider Plan Review = No
Construction Plans	No	➤ If Private Provider Plan Review = Yes
Master Letter	Yes	➤ If Private Provider Plan Review = No
Notice to Building Official	No	➤ If Private Provider Plan Review = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Required Document Types – Subsequent		
Other		

Master Residential Approval:

Required Document Types - <b>Always</b> Required per Submittal	
Required	Digital Seal

## Permitting Module Required DigEplan Documents

Document Name		Required?
None		
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	➤ If Private Provider Plan Review = No
Construction Plans	No	➤ If Private Provider Plan Review = Yes
Master Letter	Yes	➤ If Private Provider Plan Review = No
Notice to Building Official	No	➤ If Private Provider Plan Review = Yes
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Required Document Types – Subsequent		
Other		

### Building Move

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Site Plan		No
Construction Plans		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Notice to Building Official	No	➤ If Private Provider Inspections = Yes ➤ If Private Provider Plan Review = Yes, ➤ and Private Provider Inspections = Yes
Foundation Plans	Yes	➤ If Private Provider Plan Review = No
Private Provider Plan Review Intake Information	No	➤ If Private Provider Plan Review = Yes
Well Affidavit	No	➤ If Is this building move taking place on the same parcel where it originates from? = No, ➤ and if Please Provide Potable Water = Well
Sewer Letter	No	➤ If Is this building move taking place on the same parcel where it originates from? = No, ➤ and Please provide Wastewater = Sewer, ➤ and Does utilities receipt cover both Water/Sewer? = No

## Permitting Module Required DigEplan Documents

Health Department Receipt	No	➤ If Is this building move taking place on the same parcel where it originates from? = No, ➤ and Please provide Wastewater = Septic
Water Letter	No	➤ If Is this building move taking place on the same parcel where it originates from? = No, ➤ and Please Provide Potable Water = Utilities Provider, ➤ and Does utilities receipt cover both Water/Sewer? = No
Water/Sewer Letter	No	➤ If Is this building move taking place on the same parcel where it originates from? = No, ➤ and Please provide Wastewater = Sewer, ➤ and Does utilities receipt cover both Water/Sewer? = Yes
Drainage Plan	No	➤ If Drainage Plan? = Yes
MEP Plans	No	➤ If Does scope of work include Electrical, Mechanical, or Plumbing? = Yes
Impact Fee Credit Usage Authorization	No	➤ If Impact Fee Credits? =Yes
<b>Required Document Types – Subsequent</b>		
Proof of Ownership	Notice of Commencement	
No Rise	Stamped Septic Approval	
Other	Impact Letter	
Termite Certificate		

## Board of Adjustments and Appeals

<b>Required Document Types - Always Required per Submittal</b>	
<b>Required Document Name</b>	<b>Digital Seal Required?</b>
Application	No
<b>Required Document Types – Subsequent</b>	
<b>Required Document Name</b>	<b>Digital Seal Required?</b>
Engineered Plans	Yes
Other	No

## Demolition

<b>Required Document Types - Always Required per Submittal</b>	
<b>Required Document Name</b>	<b>Digital Seal Required?</b>
Aerial/Site Plan	No
Utilities Disconnect	No



## Permitting Module Required DigEplan Documents

Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	<ul style="list-style-type: none"> <li>➤ If Are the walls being removed Load Bearing Walls? = Yes <ul style="list-style-type: none"> <li>➤ and Interior Only = Yes,</li> <li>➤ and Private Provider Plan Review? No</li> </ul> </li> </ul>
Construction Plans	No	<ul style="list-style-type: none"> <li>➤ If Are the walls being removed Load Bearing Walls? = No, <ul style="list-style-type: none"> <li>➤ and If Interior Only = Yes</li> </ul> </li> <li>➤ If Are the walls being removed Load Bearing Walls? = Yes, <ul style="list-style-type: none"> <li>➤ and Interior Only = Yes,</li> <li>➤ and Private Provider Plan Review? Yes</li> </ul> </li> </ul>
Purchase Order	No	<ul style="list-style-type: none"> <li>➤ If County Ordered Demo = Yes</li> </ul>
Private Provider Plan Review Intake Information	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Plan Review = Yes</li> </ul>
Notice to Building Official	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Inspections = Yes</li> <li>➤ If Private Provider Plan Review = Yes, <ul style="list-style-type: none"> <li>➤ and Private Provider Inspections = Yes</li> </ul> </li> </ul>
Notice of Commencement	No	<ul style="list-style-type: none"> <li>➤ If Valuation &gt; 5000</li> </ul>
Owner/HOA Authorization	No	<ul style="list-style-type: none"> <li>➤ If Valuation &lt; 5000</li> </ul>
Required Document Types – Subsequent		
Other		Asbestos Affidavit

### Signs

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name		Digital Seal Required?
Aerial/Site Plan		No
Sign Details		No
Consent to Erect		No
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Engineered Plans	Yes	<div>➤ If Type of Permit = Billboard,<div>➤ and Private Provider Plan Review? = No</div></div> <div>➤ If Type of Permit = Ground,<div>➤ and Height (Feet) &gt; 6,<div>➤ and Private Provider Plan Review? = No</div></div></div> <div>➤ If Type of Permit = Flagpole (Over 20 ft),<div>➤ and Height (Feet) &gt; 20,<div>➤ and Private Provider Plan Review? = No</div></div></div>

## Permitting Module Required DigEplan Documents

Construction Plans		<ul style="list-style-type: none"> <li>➤ If Type of Permit = Billboard, <ul style="list-style-type: none"> <li>➤ and Private Provider Plan Review? = No</li> </ul> </li> <li>➤ If Type of Permit = Ground, <ul style="list-style-type: none"> <li>➤ and Height (Feet) &gt; 6,</li> <li>➤ and Private Provider Plan Review? = No</li> </ul> </li> <li>➤ If Type of Permit = Flagpole (Over 20 ft), <ul style="list-style-type: none"> <li>➤ and Height (Feet) &gt; 20,</li> <li>➤ and Private Provider Plan Review? = No</li> </ul> </li> </ul>
Notice to Building Official	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Inspections = Yes</li> <li>➤ If Private Provider Plan Review = Yes, <ul style="list-style-type: none"> <li>➤ and Private Provider Inspections = Yes</li> </ul> </li> </ul>
Private Provider Plan Review Intake Information	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Plan Review = Yes</li> </ul>
<b>Required Document Types – Subsequent</b>		
Other		Notice of Commencement

### Temporary Use

Required Document Types - <b>Always</b> Required per Submittal		
Required Document Name	Digital Seal Required?	
None		
Required Document Types - per Custom Field		
Required Document Name	Digital Seal Required?	Custom Field Name and Value
Site Plan	No	➤ If Type of Permit = Construction Trailer, Equipment Shed, Fireworks Display, General Temporary Use, Other, Parking Lot, Seasonal Farmers' Market, Special Event per Ord. 17-08, Temporary Housing (RV), Temporary Mail Distribution, Temporary Sign, Temporary Storage Facilities, or Tent
Complete Manufacturer Set Up Manual	No	➤ If Type of Permit = Construction Trailer ➤ and Will a State Approved Plan/Manual be used? = Yes,
Engineered Plans	Yes	➤ If Type of Permit = Construction Trailer, ➤ and Will a State Approved Plan/Manual be used? = No, ➤ And Private Provider Plan Review = No ➤ If Type of Permit = Construction Trailer, ➤ and Will a State Approved Plan/Manual be used? = Yes, ➤ and Are all components of the setup covered in the State Approved Plan/Manual = No, ➤ and Private Provider Plan Review = No
Construction Plans	No	➤ If Type of Permit = Construction Trailer,

## Permitting Module Required DigEplan Documents

		<ul style="list-style-type: none"> <li>➤ and Will a State Approved Plan/Manual be used? = No,</li> <li>➤ And Private Provider Plan Review = Yes</li> <li>➤ If Type of Permit = Construction Trailer, <ul style="list-style-type: none"> <li>➤ and Will a State Approved Plan/Manual be used? = Yes,</li> <li>➤ and Are all components of the setup covered in the State Approved Plan/Manual? = No,</li> <li>➤ And Private Provider Plan Review = Yes</li> </ul> </li> <li>➤ If Type of Permit = Equipment Shed</li> </ul>
Proof of Sanitary Facilities	No	➤ If Type of Permit = Construction Trailer, General Temporary Use, Seasonal Farmers' Market, Temporary Housing (RV), or Tent
Completed Candidate Statement	No	➤ If Type of Permit = Political Sign
Political Sign Location	No	➤ If Type of Permit = Political Sign
Proof of Liability Insurance	No	➤ If Type of Permit = Fireworks Display, General Temporary Use, Other, Parking Lot, Political Sign, Seasonal Farmers' Market, Special Event per Ord. 17-08, Temporary Mail Distribution, Temporary Storage Facilities, or Tent
Floor Plan	No	➤ If Type of Permit = Tent
Flame Spread Certification	No	<ul style="list-style-type: none"> <li>➤ If Side Walls = Yes</li> <li>➤ If Side Walls = No, <ul style="list-style-type: none"> <li>➤ and Area per tent &gt; 900</li> </ul> </li> </ul>
Completed Special Event Sign Off Packet	No	<ul style="list-style-type: none"> <li>➤ If Type of Permit = Special Event per Ord. 17-08 , <ul style="list-style-type: none"> <li>➤ and Have you received all required agency sign offs? = Yes</li> </ul> </li> </ul>
Proof of Potable Water	No	<ul style="list-style-type: none"> <li>➤ Type of Permit = Temporary Housing (RV)</li> <li>➤ If Type of Permit = Construction Trailer</li> </ul>
Pyrotechnician Credentials	No	➤ Type of Permit = Fireworks Display
Notice to Building Official	No	<ul style="list-style-type: none"> <li>➤ If Private Provider Inspections = Yes</li> <li>➤ If Private Provider Plan Review = Yes, <ul style="list-style-type: none"> <li>➤ and Private Provider Inspections = Yes</li> </ul> </li> </ul>
<b>Required Document Types – Subsequent</b>		
Other		Owner Authorization