

Lee County ePlan

Read this entire document before uploading any documents to ePlan. ***You can use the 'Bookmark' tab of this PDF document to quickly locate information.***

Important Information Regarding 'Signed and Sealed' Plans

Applies to all documents that are required to be signed and sealed by an architect, engineer, or surveyor.

Related Regulations

Electronic submissions must meet state law requirements as described in the Florida Statutes Chapter 471.025, 481.221, and 668.001-006. Specifically, with reference to Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for Architects, or Florida Statutes Chapter 471 and Florida Administrative Code Rule 61G15- 23.003 for Engineers. Plans that are prepared by a Florida registered Architect or Engineer shall be prepared in compliance with required wind loads and must contain a statement on the plan that the building/structure has been designed according to the 2010 Florida Building Codes.

Options for Signing and Sealing Plans for Use in ePlan

Option 1: Digitally sign and seal the plans with an existing digital signature you have purchased and registered through a third party verifier (i.e. CoSign, Verisign, etc.) Please submit an example of the digital signature to Lee County during registration, so that we can verify the signatures compatibility with our system using [this form](#).

Option 2: Register an Adobe digital signature with Lee County using [this form](#). Use of this method requires the **Acrobat Adobe Professional program**, (Which is not the free downloadable Adobe Reader program). Your documents/plans will need to be converted to PDF files before you will be able to sign them with the Adobe Professional program. [Follow these directions to create the digital signature](#).

Option 3: Use PEDDS to sign the files, **the files must have a visible seal**. PEDDS is a free program downloadable from FDOT. PEDDS can be used with multiple file types. **Meta Info files must be included with the upload of the files**. [Click here for directions on using PEDDS](#).

Required File Standards / Accepted Formats for All Plans and Documents

- Black and white documents are strongly recommended due to reproduction costs.
- All files must be submitted in the correct orientation so that the top of the page appears at the top of the computer screen when the file is opened. The page(s) should not need to be rotated in order to be read.
- If the plans submitted through ePlan are required to be signed and sealed by a design professional, the agent/contractor and design professional will need to coordinate efforts to comply with governing laws regarding electronic signatures.
- A dimension **and** a graphic scale are required on all site plans and construction drawings.

- A two inch margin is required along the right hand side of all site plans and construction drawings to allow room for Lee County Review/Approval stamps.
- **Most** file types are accepted in ePlan (i.e. PDF, TIF, DWG, BMP, JPG, DOCX, etc).
- ZONING AND DEVELOPMENT SERVICES APPLICATIONS: Files should be named and organized according to the directions provided at the end of the application.
- BUILDING PERMIT APPLICATION: Each **Document** should be a separate file. **Name files what they are.** For example a site plan should be a separate file named 'Site Plan.PDF'. The application and all supporting documents (NOC, Impact Letter, Water/sewer letter) can be combined or left separate.


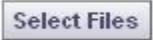


Residential Building Plans should be a separate multipage file named 'Plans.PDF' or 'Building Plans.PDF'.

Commercial Plan sets should be broken out by discipline, for example all the electrical plans can be one multipage file titled 'Electrical Plans.PDF'. The structural plans can be one multipage file titled 'Structural Plans.PDF'

How to Upload Files

Upload files to the appropriate folder of your project, the name of the folder should indicate what should be uploaded into the folder.

NOTE: FILES MUST BE CLOSED ON YOUR COMPUTER BEFORE YOU UPLOAD THEM. IF YOU ATTEMPT TO UPLOAD A FILE WHILE IT IS STILL OPEN ON YOUR COMPUTER, YOU WILL RECEIVE AN ERROR MESSAGE. CONTACT EPLAN@LEEGOV.COM IF YOU RECEIVE AN ERROR MESSAGE WHILE UPLOADING FILES.

1. From within the desired project and folder, click the  button.
2. Browse to select the files you want to upload from your computer. You can select multiple files by holding down the *Shift* or *Ctrl* keys, Click **Open** after selecting the files.
3. To gather additional files from a different location on your computer,  click. To delete a file, select it then press the <Delete> key on your keyboard.
4. After selecting all the desired files, select the appropriate "Type of Upload" from the drop down on the right.
5. Click  to begin the transfer of files into Lee County ePlan. You **MUST** use the  tool to notify the 'Permitting Department' / 'Counter Staff' that you have uploaded your files; **only select this option once you have uploaded all the necessary documents/plans.**

Notify Project Members

- There is an option to add a message in the *Body* of the notification. This is not necessary unless you wish to communicate to the *Permit Department/Counter Staff*. The information entered **will not be forwarded to the Reviewer.**
- In the section titled '*User/Groups that will be emailed*', place a check in the box next to the *Permitting Department OR Counter Staff* (dependent upon your application type) then click send.

- **Please only notify the *Permitting Department/Counter Staff* once you have uploaded all the necessary documents/plans into the project.** Each time you click send from the *Notify Project Members* screen an email is sent to the permit department at eplan@leegov.com. It is not necessary to notify the Permit Department of every document uploaded; it may delay processing if we have multiple unnecessary emails to review. If you forget to click the 'Notify Project Members' button, you will just need to send an email to ePlan@leegov.com. Include the project number and note that you have finished uploading all the required files.

How to Resubmit Plan Corrections After Rejection

The **original file name and file extension** is required for all resubmittals. Plan corrections should be made by the originator of the document and resubmitted using the original file name and file extension (.pdf, .tiff, .docx, etc.) as previously submitted. The file name cannot be changed. This is required for proper versioning and processing of the file in our system. Upload the corrected files into the **same folder** as the original file. Upon upload of your final document use the "Notification" tool to notify the "Permitting Department/Counter Staff" of your resubmittal.