



## RESIDENTIAL AND COMMERCIAL ELECTRONIC SUBMISSION REQUIREMENTS

<u><b>General Attachment Requirements</b></u>	<u><b>Residential Submission Requirements</b></u>
<p><u><b>Accepted file types:</b></u></p> <ul style="list-style-type: none"> <li>• <b>No Multipage Submissions Will Be Accepted as Individual Files</b></li> <li>• Digitally Drawn Documents in PDF Files only</li> <li>• No Scanned Versions, ZIP files, or Third-Party Portals with links will be accepted</li> </ul>	<ul style="list-style-type: none"> <li>• All drawings and supporting documents in the residential package must be in PDF format.</li> <li>• Digitally Drawn Documents only</li> <li>• Third-party verified Digital Signature &amp; Seals are required on all structural pages within the submission file.</li> </ul>
<p><u><b>Digital Documents:</b></u></p> <ul style="list-style-type: none"> <li>• Standard business documents not more than 200 DPI, monochrome only</li> <li>• Documents with pictures and graphics not more than 300 DPI, Grey scale</li> </ul>	<p><u><b>PDF Files:</b></u></p> <ul style="list-style-type: none"> <li>• Files shall not be locked, encrypted, or password protected</li> <li>• All Digitally signed documents cannot be locked or be multilevel flattened in any way and must have all security permissions set to allow digital annotations and digital stamping by city staff.</li> </ul>
<p>File size: Documents can be in multipage PDF files, size per file may not exceed 50MB.</p>	<p>File size: Documents can be in multipage PDF files, size per file may not exceed 50MB.</p>
<p><u><b>Individual / Supporting Documents Include:</b></u></p> <ul style="list-style-type: none"> <li>• Notice of Commencement</li> <li>• Private Provider Election Notice</li> <li>• Affidavits &amp; Hold Harmless</li> <li>• Boundary Survey</li> <li>• Site &amp; Drainage Plan(s)</li> <li>• Cape Coral Product Approval Sheet</li> <li>• Energy Calculations</li> <li>• Truss Layout w/EOR approval stamp/letter</li> <li>• Elevation Certificates</li> <li>• Resubmittal Response Letter</li> </ul>	<p><u><b>For Drawings &amp; Plans Requiring Review:</b></u></p> <p>The upper-right corner of each page within the title block of the submitted plans is required to be intentionally left blank. This area is required so city staff can consistently stamp and approve submission documents. Please leave the following area blank on the upper-right corner of all drawing pages &amp; plan pages in the following specification:</p> <ul style="list-style-type: none"> <li>• 11 x 17 plan requires a 3x3 blank (empty) area</li> <li>• 24 x 36 plan requires a 4.5 x 4.5 (empty) area</li> <li>• 36 x 48 plan requires a 4.5 x 4.5 (empty) area</li> </ul>

<p><b><u>File names should be concisely described with Industry Standard Nomenclature:</u></b></p> <ul style="list-style-type: none"> <li>• ex: Boundary Survey, Site Plan, Building Plans, Mechanical, Electrical, Plumbing Plans, and Truss Layout</li> <li>• Limit name to 50 characters</li> <li>• Instead of a space use an underscore “_” or dash “-” (i.e., <i>this_is_my_file_name.pdf</i>)</li> <li>• Do not use any of the following characters: ! \$ % &amp; * ? { } . ‘ “ / \   &lt; &gt;</li> </ul>	<p><b><u>File names should be concisely described with Industry Standard Nomenclature:</u></b></p> <ul style="list-style-type: none"> <li>• ex: Boundary Survey, Site Plan, Drainage Plan, Building Plans, and Truss Layout, and Product Approvals</li> <li>• Limit name to 50 characters</li> <li>• Instead of a space use an underscore “_” or dash “-” (i.e., <i>this_is_my_file_name.pdf</i>)</li> <li>• Do not use any of the following characters: ! \$ % &amp; * ? { } . ‘ “ / \   &lt; &gt;</li> </ul>
<p><b><u>Resubmittals or Revisions:</u></b></p> <ul style="list-style-type: none"> <li>• Are required to include the entire PDF file for each document affected</li> <li>• All resubmissions must include a response letter with revised details to be “clouded” within the document and an itemized list of the corrective measures and where the details can be found. ex: see page S1, note 3</li> <li>• Revised files must have the same file name as their original sheets</li> </ul>	<p><b><u>Resubmittals or Revisions:</u></b></p> <ul style="list-style-type: none"> <li>• Are required to include the entire PDF file for each document affected</li> <li>• All resubmissions must include a response letter with revised details to be “clouded” in an itemized list of the corrective measures and where the details can be found ex: see page S1, note 3</li> <li>• Revised files must have the same file name as their original sheets</li> </ul>
<p>Please verify you can open your file prior to attaching it. If your submission files are corrupted or cannot be opened, the submission will be immediately rejected</p>	<p>Please verify you can open your file prior to attaching it. If your submission files are corrupted or cannot be opened, the submission will be immediately rejected</p>

**Friendly Reminders:**

- Cape Coral Product Approval Sheet is our Standard of Required Information. The information is to include all product approvals required for submission or that information must be clearly indicated within the building plan submission file. The sheet is available at:  
[https://files1.revize.com/revize/capecoralfl/departement/community\\_development/cape%20coral%20fl%20p%20rdct%20apprvls.pdf](https://files1.revize.com/revize/capecoralfl/departement/community_development/cape%20coral%20fl%20p%20rdct%20apprvls.pdf)
- Truss TPI’s and Seals are not required for examination, only at Inspection
- Actual NOA’s or Product Approval Spec Books are not required for examination, only at Inspection
- Whichever size documents are submitted must be the same size on the jobsite, reduction in sizing from 11x17 to 8 ½ x 11 is no longer accepted by Inspectors.

## ***Commercial Submission Requirements***

*All drawings and supporting documents in the commercial package must be in PDF format, digitally signed & sealed, and in compliance per fss 471.025, fss 668.001-668.006, Third-Party verified Digital Signature & Seals are required on all structural, mechanical, electric, and plumbing pages within the submission packet. New buildings, building additions, alterations, and structures not having habitable spaces require professional engineering for calculation of physical properties of structural components/materials that will be exposed to various expected loads unless it is considered "purely incidental" and are not significant in nature. see fss 471.003 (3)*

### **PDF Files:**

- Files shall not be locked, encrypted, or password protected
- All Digitally signed documents cannot be locked or be multilevel flattened in any way and must have all security permissions set to allow digital annotations and digital stamping by city staff.
- Document dimensions: must be minimum of 11" x 17" and not to exceed 36" x 48"

### **Required Individual Files & Supporting Documents:**

- *No Multipage Submissions Will Be Accepted as Individual Files*
- *Each Discipline Must Be in its Own Individual File*

- *Private Provider Election Notice*
- *Affidavits & Hold Harmless*
- *Boundary Survey*
- *Site/Drainage Plan*
- *Structural Plans*
- *Architectural Plans*
- *Mechanical Plans*
- *Electrical Plans*
- *Plumbing Plans*

- *Cape Coral Product Approval Sheet*
- *Energy Calculations*
- *Truss Layout w/EOR approval stamp/letter*
- *Elevation Certificates*
- *Resubmittal Response Letter*
- *Engineering Letters*

### **For drawings & plans requiring review:**

The upper-right corner of each page within the title block of the submitted plans is required to be intentionally left blank. This area is required so city staff can consistently stamp and approve submission documents. Please leave the following area blank on the upper-right corner of all drawing pages & plan pages in the following specification:

- 11 x 17 plan requires a 3x3 blank (empty) area (minimum size of pages)
- 24 x 36 plan requires a 4.5 x 4.5 (empty) area
- 36 x 48 plan requires a 4.5 x 4.5 (empty) area (maximum size of pages)

**File names should be concisely described with Industry Standard Nomenclature:**

- ex: Boundary Survey, Site Plan, Drainage Plan, Structural Plans, Architectural Plans, Mechanical Plans, Electrical Plans, Plumbing Plans, Truss Layout, and Product Approvals.
- Limit name to 50 characters
- Instead of a space use an underscore “\_” or dash “-” (i.e., *this\_is\_my\_file\_name.pdf*)
- Do not use any of the following characters: ! \$ % & \* ? { } . ‘ “ / \ | < >

**Resubmittals or Revisions:**

- Are required to include the entire PDF file for each document affected
- All resubmissions must include a response letter with revised details to be “clouded” in an itemized list of the corrective measures and where the details can be found. ex: see page S1, note 3
- Revised files must have the same file name as their original sheets.

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