



Cape Coral Online Permitting Update

Beginning Wednesday, April 8, 2020, in response to the COVID-19 event, we are asking that all contractors begin using our electronic permitting system for all submittals whenever possible. This new electronic permitting process will be available for all permit types initially as an optional program. This program aligns with the recommendations from the Florida State Department of Health and the Centers for Disease Control's for social distancing. There is no process change for current permits available to be applied for online. The process below allows for all other permit types to be applied for electronically. We appreciate your understanding and cooperation and have provided some additional information below:

Submitting Permit Applications Electronically / Application Process

Step 1: Electronic Registration Process

A) Registration:

All applicants must first be registered with the City of Cape Coral. To register with the city, contact the Licensing Department at 239-574-0430 or licensing@capecoral.net.

B) Escrow account with Sufficient Funds Added:

An escrow account with sufficient funds added to cover the permit deposit is required before applying for a permit online. Contractors without an active escrow account must submit the "Authorization Form for Escrow Request." This form can be found on the capecoral.net website under "I want to" "apply for" "permits" in the "permit document center" area, "forms" section. The completed form should be sent to buildingpermits@capecoral.net for processing. Once the escrow account is set up, the applicant will receive an email notification providing them with the guidelines for adding funds to the account.

C) Design professionals must complete and submit the Design Professional Digital Signature Affidavit.

The original signed document must then be turned into the City of Cape Coral Building Division at the address below after faxing or emailing a copy to us:

City of Cape Coral Building Division
1015 Cultural Park Blvd.
Cape Coral, FL 33990

All forms must be properly completed and submitted to the City of Cape Coral Building Division prior to submitting any permitting documents in electronic format.

By email: buildingpermits@capecoral.net
By fax: 239-574-0590



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Step 2: Submit Initial Building Permit Application

Upon completion of the electronic registration process, the applicant will email their building permit application and all other related submittal documents (except for the plans) and a description of the scope of work to buildingpermits@capecoral.net. The plans (in pdf format) will be uploaded directly into the eTRAKiT system by the applicant after the application is approved and the permit is created. The Cape Coral Building Division Permitting Staff will review the initial permit application.

If corrections are required, a notification will be sent to the applicant using the email address provided to the licensing department, outlining the required corrections. The applicant must make the necessary corrections and re-send by email to buildingpermits@capecoral.net.

Step 3: Submit Deposit and Plans For Review

If no corrections are required, the applicant will receive an email, at the email address provided on their application, with their permit number. The email will also include payment instructions for the deposit and instructions on how to upload their plans and additional pdf documents using the eTRAKiT online permitting system. Please note that from this point forward, the applicant must include the permit number in the subject line of any email sent to the building division regarding their permit.

All uploaded documents must be in .pdf digital format. If the plans submitted through our online eTRAKiT permitting system are required to be signed and sealed by a design professional, the plans must be digitally signed and sealed. Photocopies or other reproductions of design professional seals will not be accepted. For help, send an email to buildingpermits@capecoral.net.

Upon receipt of the required documents, a complete review will be conducted by the City of Cape Coral Building Division Plans Examiners. All permits are reviewed in date order received. When the review is completed, the applicant will receive an email notifying them that the plan review process is complete, the permit has been approved and permit fees are ready to be paid online. Once paid, the applicant will need to email buildingpermits@capecoral.net with their permit number and "paid" in the subject line so the permit can then be issued. Once the permit is issued, the documents are ready to be downloaded. The applicant will download the approved/stamped plans, print them, and provide them on the job site for inspections.



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Additional Information: Design Professional Digital Signature Affidavit

IMPORTANT NOTICE: The Florida Administrative Code that regulates the use of a digital signature by an engineer has been updated; specifically 61G15-23.005(3), giving you the following options:

If you purchased a digital signature through a third party you will need to include the additional text required in 61G15-23.005(3)(d)1 and 2, as shown below. The text must be located next to your digital signature on the document and place there prior to the digital signature being applied.

Formatting of seals and text similar to that depicted below shall be used. While the formatting may be altered, the text must remain identical.

Option 1. When a digitally created seal is used:



This item has been electronically signed and sealed by [NAME] on the date adjacent to the seal using a *SHA* authentication code.

Printed copies of this document are not considered signed and sealed and the *SHA* authentication code must be verified on any electronic copies.

Option 2. When a digitally created seal is not used:

[NAME], State of Florida, Professional Engineer, License No. [NUMBER]

This item has been electronically signed and sealed by [NAME] on the date indicated here using a *SHA* authentication code.

Printed copies of this document are not considered signed and sealed and the *SHA* authentication code must be verified on any electronic copies.



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If you created a digital signature using the Acrobat Adobe Professional program and registered the serial number with City of Cape Coral, you have 2 options:

1. You can continue to use the digital signature you have registered with us but you will need to include the additional text required in 61G15-23.005(3)(d)1 and 2. The text must be located next to your digital signature on the document and placed there prior to the digital signature being applied.
2. You can create a new digital signature, which includes the text required in 61G15-23.005(3)(d)1 and 2, by submitting a new Design Professional Digital Signature Affidavit to the City of Cape Coral Building Division.

This is a State of Florida requirement; submittals that are deemed non-compliant with this requirement will be rejected. If you have any questions, please call (239) 574-0546 or email buildingpermits@capecoral.net.