



# NOTICE TO INDUSTRY

*EFFECTIVE 1/1/23*

*RESIDENTIAL AND COMMERCIAL ELECTRONIC  
SUBMISSION REQUIREMENTS UPDATE  
2022/2023*

Starting January 1, 2023 all Residential and Commercial Submissions will need to meet this minimum criteria for electronic submissions. Please see attached.

**Some Major Changes Include:**

- Digital Drawn Documents only: no hand drawn submissions, templates, or previously approved documents will be accepted.
- No submissions documents smaller than 11x17 will be accepted nor will any submissions be allowed to be reduced to a smaller size for field versions.
- No submissions will be accepted by zip file or third party portals.
- No Individual Files will be accepted for Building Plans or Product Approvals. PDF Packages only containing multiple pages bound and digitally sealed.
- All Building Plans will be required to have the upper right hand corner available for plans examiner stamps.
- All resubmission must include a response letter with details to be clouded on building plans.

Nathaniel Woodhull PX II, CCC, CBC  
Chief Plans Examiner  
City of Cape Coral