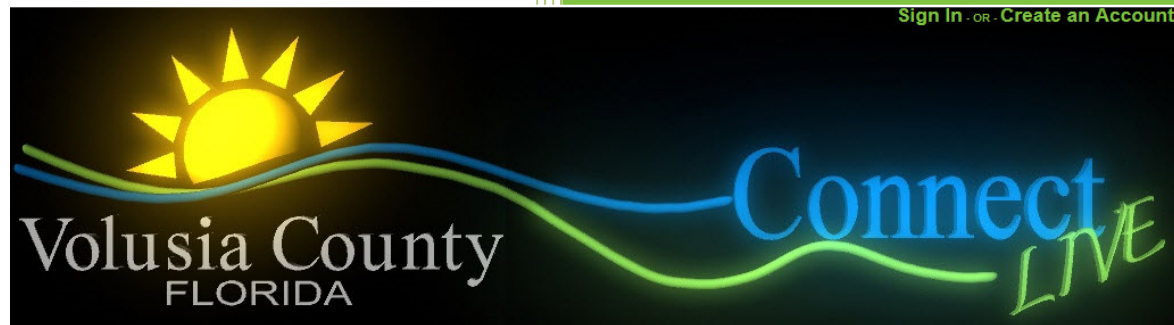


# Electronic Submittal Guide

*~ For online or in office use ~*



Growth & Resource  
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# Electronic Plan Submittal

This document contains information for electronically submitting plans and documents that are required to be signed and sealed by design professionals. In lieu of the manual signing and sealing of plans/documents, design professionals shall affix digital signatures in compliance with Florida Statutes and Florida Administrative Code Rules.

## Requirements for all electronic submittals:

- **ALL** documents and plans submitted must be in pdf format excluding the additional CAD file described below.
- Each page of the plans must have a title block that identifies the page as unique to the address and/or parcel and contain a likeness of the design professional's seal.
- Each page of the plans shall leave a 2 inch x 2 inch space at the bottom right corner to be used by the county for approval stamps.
- Plan pages shall be properly oriented in landscape mode with north located at the top of the plan.
- Each page of the plans must have a graphic scale. When more than 1 scale exists on a page, an independent scale must accompany the applicable detail.
- All plans must be drawn to scale.
- All submittal documents shall be in portrait orientation.
- Plans that are digitally signed and sealed **cannot** be locked. (password protected)
- A CAD file of the plans is required that is registered to correctly overlay data in "correct" coordinate space. The County standard is: **State Plane Coordinate Feet, Florida East, NAD 83 HARN.**

## Digital Signatures:

Digital signatures must comply with 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.

Certificate Authority services can be purchased through a number of third party companies including Entrust, eTrust, GeoTrust, GlobalSign, IdenTrust, and Verisign. This is not a complete list and the County of Volusia does not recommend one firm over another. It is the purchaser's responsibility to ensure the service meets the requirements of the Florida Statutes and Administrative Rules.

# Building Permit Applications:

## General Information:

**NOTE: All plans must be drawn and formatted for a minimum landscape 24” x 36” sheet or landscape 11” x 17” sheet if the details are of sufficient size for review.**

- Contractors may apply for any building permit online for which they hold the applicable state or county license, except Fire permits.
- Contractors must participate in our Contractor Licensing program to submit online applications.
- Plans are reviewed for compliance with the Florida Building Code in effect at the time of submittal.
- When applicable, Zoning and/or Land Development will review the plans for compliance with Chapter 72 of the County Code of Ordinances.
- When applicable, Environmental Management, Development Engineering, and Fire Safety will review the plans for compliance.
- If your project site is designated “historical” in our database, Historic Preservation will review your application.
- If your project site will have well or septic, copies of Health Department permits or waivers are required.
- If your project site will have central water or sewer, copies of paid receipts from the service provider are required.
- Design professionals registered to use Connect Live may apply for any building permit online: however, before issuance of the permit all appropriate contractors must be named and added to the application. (Any permit submitted online may be subject to concurrent review.)
- **The contractor is responsible for printing and having all approved documents required for inspection on the jobsite.**
- **NOTE:** Your plan review time frame does not start until Zoning or Land Development has reviewed the plans for compliance with Chapter 72 of the Volusia County Code of Ordinances, **AND** all application fees are paid.

## Commercial Permit:

**Plans submitted shall be either single page files or multipage by trade bookmarked files.** If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Architectural and Structural Plans
- b. Specification Manual
- c. Energy Calculations
- d. Summary Sheet from Pre-Engineered Building
- e. Specialty Engineering and Shop Drawings
- f. Mechanical, Electrical, and Plumbing Plans
- g. Survey

## Residential Permit:

**Plans submitted shall be either single page files or multipage by trade bookmarked files.** If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Structural Plans
- b. Architectural Plans, if designed by a registered architect
- c. Truss plan
- d. Specialty Engineering and Shop Drawings
- e. Survey

## Comp Planning Applications:

### General Information:

**NOTE: All plans must be drawn and formatted for a minimum landscape 24" x 36" sheet except plats which must be drawn to a 20" x 24" sheet. The Senior Planning Manager must approve any exceptions.**

- Property owners, design professionals and agents with the owner's authorization may submit any current planning application online.
- Applicant must be registered to use Connect Live to submit online applications.
- Applications are reviewed for compliance with Chapter 72, Article III of the Volusia County Code of Ordinances.
- **NOTE:** Your review time frame does not start until Comprehensive Planning has reviewed the submittal for completeness, **AND** all review fees are paid.

## Large Scale Amendment:

Plans submitted shall be either single page files or a multipage bookmarked file.

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Boundary Survey
- b. Traffic Impact Analysis

## Small Scale Amendment:

Plans submitted shall be either single page files or a multipage bookmarked file.

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Boundary Survey
- b. Traffic Impact Analysis

## 660' Boundary Adjustment:

Plans submitted shall be either single page files or a multipage bookmarked file.

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Boundary Survey
- b. Concept Plan

## Environmental Permit Applications:

### General Information:

**NOTE: All plans must be drawn and formatted for a minimum size 8½" x 11" sheet except plats which must be drawn to a 20" x 24" sheet. All must be to scale.**

- Property owners, design professionals and agents with the owner's authorization may submit any environmental permit application online.
- Applicant must be registered to use Connect Live to submit online applications.
- Applications are reviewed for compliance with Chapter 72, Article III of the Volusia County Code of Ordinances.
- **NOTE:** Your review time frame does not start until your submittal has been reviewed for completeness, **AND** all review fees are paid.

## Class II Permit:

**Plans submitted shall be either single page files or multipage bookmarked file.**

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Stormwater and natural vegetation plans
- b. Boundary survey
- c. **Note:** Both may be combined if applicable

## Tree Removal Permit:

**Plans submitted shall be either single page files or multipage bookmarked file.**

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

### **Non-residential/Commercial**

- a. Tree preservation plan
- b. Tree removal/replacement plan and calculations
- c. Tree survey
- d. Boundary survey

### **Residential**

- a. Boundary survey

## Wetland Alteration Permit:

**Plans submitted shall be either single page files or multipage bookmarked file.**

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Boundary survey
- b. Plan depicting all wetlands and wetland buffers
- c. Site plan quantifying proposed impacts
- d. **Note:** All may be combined if applicable



# Land Development Applications:

## General Information:

**NOTE: All plans must be drawn and formatted for a minimum landscape 24” x 36” sheet except plats which must be drawn to a 20” x 24” sheet. The Land Development Manager must approve any exceptions.**

- Property owners, design professionals and agents with the owner’s authorization may submit any land development application online.
- Applicant must be registered to use Connect Live to submit online applications.
- Applications are reviewed for compliance with Chapter 72, Article III of the Volusia County Code of Ordinances.
- **NOTE:** Your review time frame does not start until Land Development has reviewed the submittal for completeness, **AND** all review fees are paid.

## Overall Development Plan:

**Plans submitted shall be either single page files or multipage bookmarked file.**

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Plans meeting the requirements of Section 72-538

## Preliminary Plat:

**Plans submitted shall be either single page files or multipage bookmarked file.**

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Plans meeting the requirements of Section 72-538
- b. Boundary survey
- c. Landscape and irrigation plans
- d. Tree preservation plan
- e. Tree removal/replacement plan and calculations
- f. Stormwater calculations
- g. Biological report
- h. Traffic Impact Analysis

## Final Plat:

**Plans submitted shall be either single page files or multipage bookmarked file.**

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Blue line prints meeting the requirements of Section 72-541(c)(1)

## Conceptual Site Plan:

**Plans submitted shall be either single page files or multipage bookmarked file.**

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Plans meeting the requirements of Section 72-538

## Final Site Plan:

**Plans submitted shall be either single page files or multipage bookmarked file.**

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Plans meeting the requirements of Section 72-538
- b. Boundary survey
- c. Landscape and irrigation plans
- d. Tree preservation plan
- e. Tree removal/replacement plan and calculations
- f. Stormwater calculations
- g. Biological report
- h. Traffic Impact Analysis

# Zoning - Current Planning Applications:

## General Information:

**NOTE: All plans must be drawn and formatted for a minimum landscape 24" x 36" sheet except plats which must be drawn to a 20" x 24" sheet. The Senior Zoning Manager must approve any exceptions.**

- Property owners, design professionals and agents with the owner's authorization may submit any current planning application online.
- Applicant must be registered to use Connect Live to submit online applications.

- Applications are reviewed for compliance with Chapter 72, Article II of the Volusia County Code of Ordinances.
- **NOTE:** Your review time frame does not start until Current Planning has reviewed the submittal for completeness, **AND** all review fees are paid.

## Planned Unit Development:

**Plans submitted shall be either single page files or a multipage bookmarked file.**

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Boundary Survey
- b. Plans meeting the requirements of Section 72-289(5) b. 1.
- c. Traffic Impact Analysis

## Rezoning:

**Plans submitted shall be either single page files or a multipage bookmarked file.**

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Boundary Survey
- b. Traffic Impact Analysis

## Special Exception:

**Plans submitted shall be either single page files or a multipage bookmarked file.**

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Boundary Survey
- b. Plans meeting the requirements of Section 72-415(1) d.
- c. Traffic Impact Analysis

## Variance:

**Plans submitted shall be either single page files or a multipage bookmarked file.**

If these documents are required, they must include a digital signature. (Appropriate exceptions may apply)

- a. Boundary Survey
- b. Plans meeting the requirements of Section 72-379(1) a. 3.

## Need help?

If you experience any problems with the website, please contact Connect Live by email [ConnectLive@volusia.org](mailto:ConnectLive@volusia.org) or phone @ (386) 736-5943.