

**Monroe County Building Department Online Document Submission Reference Guide**  
**FOR PERMIT APPLICATIONS APPLIED FOR USING ONLINE PERMITTING SERVICE COMMUNITY DEVELOPMENT**

**REQUIREMENTS:**

**NOTE:**

An Online User Account is Required.

Each user wishing to submit application(s) and/or documents must register for an online user account.

Acceptance of Terms of Use is required for an account.

- ✓ All construction plans/drawings submitted at application, or for correction or revision, **MUST** be the complete set of plans.
- Allowed file type for submitted documents: PDF (unprotected)  
Do not submit locked, password-protected, encrypted, or “restricted” documents.
- ✓ PDFs are required for plans/construction drawings - and the PDF must be UNPROTECTED so that plans examiners can apply notation on the plan/drawing.  
  
Engineering sheets can be submitted as separate PDF files, however each sheet will be required to have a 3rd party certified signature.
- ✓ Staff will not accept other file types, such as MS WORD or EXCEL.  
Staff will delete them from the permit.
- ✓ Architects, Engineers, and Private Provider documents must be signed with an approved 3rd Party Certified Signature
- ✓ File names should reference the document submitted so that staff can easily identify the document on the permit.
- ✓ When attaching documents online please provide a DESCRIPTION of your submission AND select a CATEGORY to assure efficient processing.
- ✓ Up to 2GB per attachment - recommended size - 150 MB per attachment.

# Online Document Submission Reference Guide for Permitting Documents Typically Submitted

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An Online User Account is Required and Access to a Permit must be granted by the Applicant in order to have the ability to upload a document to a permit. Each user wishing to submit application(s) must setup an user account. Acceptance of Terms of Use is required for an account.

Document Name / File Name for Uploaded file with Online Permit Application - No Paper Forms Accepted	SELECT CATEGORY TYPE	Form on Building Website	Signature / Notary (where required) / Raised Seals (where required)	Notes
Permit Application	N/A	NO LONGER USED	N/A	<u>Check Box Acknowledgment - Online Application:</u> Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct. I understand checking this and each of the statements above on this electronic permit application submission it is in lieu of, and has the same effect as, a signed, sworn and notarized signature of the owner or agent and the contractor.
Job Valuation Affirmation	N/A	NO LONGER USED	N/A	<u>Check Box Acknowledgment - Online Application:</u> I, owner of referenced property on this application, and acting as Owner Builder to complete the work described in this application. I attest that this is the entire amount I have contracted for work included in this application and that there are no implied contract terms or third-party agreements which do, or may, change this amount.
Cost Breakdown Worksheet (Not for FEMA Substantial Improvement/Damage)	DOCUMENT	YES	Electronic Signature	<u>Submitted at Application / Processed at Plan Review</u> Form for just one permit, <b>NOT</b> for FEMA Substantial Improvement/Damage evaluation. Use this form, when requested, to provide further detail on job valuation determination.
Transmittal Form for REVISIONS (occurred after issuance)	DOCUMENT	YES	Electronic Signature and Notary (when required)	To facilitate efficient processing of documents uploaded to permit, include this document as the first page

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FEMA Map Changes Acknowledgment	N/A	N/A	N/A	<p><u>Check Box Acknowledgment - Online Application:</u> I understand and acknowledge that I have been informed about the upcoming release of the new PRELIMINARY coastal flood maps and that the permitting requirements may change based on the new coastal flood maps.</p> <p>FEMA has issued new PRELIMINARY coastal flood maps which will eventually replace the current flood maps, which are based on 30+ year-old studies. Monroe County wants to ensure all permit applicants are aware of the potential for a change in flood risk for the property(s) on this permit as a result of this updated study.</p> <p>Consequently, Monroe County is requiring all permit applicants to acknowledge a statement recognizing the issuance of these new PRELIMINARY coastal flood maps and the fact that these maps may indicate a future change to the required elevation of the building currently being permitted.</p>
Owner Builder Affidavit	DOCUMENT	YES	Electronic Signature and Notary (when required)	Check Box on the Online Application for Owner Builder Yes/No
Work Commencing Before Permit Issuance (After the Fact "ATF")	DOCUMENT	YES	Electronic Signature and Notary (when required)	<u>Submitted at Application / Processed at Plan Review</u> New Form (Formerly Page 7 of paper permit application)
Withdrawal Request	DOCUMENT	N/A	Electronic Signature and Notary (when required)	A notarized request from the applicant/contractor for Withdrawal of an application or issued permit is required once a permit application or issued permit has made payment. Once received the permit will be process to a Withdrawn permit status. Applicant can CANCEL any application NOT paid before submission (VOID permit status)

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<p><b>Private Provider Notice to the Building Official of Use of Private Provider</b></p>	<p><b>DOCUMENT</b></p>	<p><b>YES</b></p>	<p>A digital signature must be unique to the Private Provider using it, obtained from a third-party certification authority, and capable of verification. Online Permitting Services webpage posts the certificate authorities we will accept. The digital signature must be linked to the document in such a way that any change invalidates the signature and document. Printed copies or scans of printed copies of digitally signed, dated, and sealed documents are not considered signed and sealed.</p>	<p>Check Boxes on the Online Application: Private Provider Yes/No Service: Plan Review, Inspections, Both The digital signature must follow this format:</p> <p>This item has been digitally signed and sealed by [NAME] on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.</p>
<p><b>Construction Plans - Engineer (Full set required for first review, correction and/or revision submittals)</b></p> <p><b><u>MUST BE AN UNPROTECTED PDF FILE</u></b></p>	<p><b>PLANS</b></p>	<p><b>N/A</b></p>	<p>Obtain Digital Signature from a digital certificate provider for submitted drawings Digital certificates are used to digitally sign, and seal documents submitted and must adhere to the Florida Administrative Code, which means it must be verified thru a 3rd party; it must also be of a National Institute of Standards and Technology (NIST) assurance level of three or higher. Online Permitting Services webpage posts the certificate authorities we will accept.</p> <p>NOTE: All licensed professionals will be responsible for verifying that the digital signatures purchased adhere to the requirements of the State of Florida and are utilized in accordance with the guidelines of their respective licensing boards.</p>	<p><u>Submitted at Application / Processed at Plan Review</u> Per FAC Rule 61G15-23.004, F.A.C., Procedures for Digitally Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents. An Engineer shall have the following verbiage</p> <p><b>NAME</b>, Professional Engineer, State of Florida, License No. 000000 This item has been digitally signed and sealed by <b>NAME</b>, PE, on 06/18/2021.</p> <p>Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.</p>

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<p><b>Construction Plans - Architect(Full set required for first review, correction and/or revision submittals)</b></p> <p><b><u>MUST BE AN UNPROTECTED PDF FILE</u></b></p>	PLANS	N/A	<p>Obtain Digital Signature from a digital certificate provider for submitted drawings Digital certificates are used to digitally sign, and seal documents submitted and must adhere to the Florida Administrative Code, which means it must be verified thru a 3rd a party; it must also be of a National Institute of Standards and Technology (NIST) assurance level of three or higher. Online Permitting Services webpage posts the certificate authorities we will accept.</p> <p>NOTE: All licensed professionals will be responsible for verifying that the digital signatures purchased adhere to the requirements of the State of Florida and are utilized in accordance with the guidelines of their respective licensing boards.</p>	<p><u>Submitted at Application / Processed at Plan Review</u> Per FAC Rule: 61G1-16.005, Architects shall have "The date that the electronic signature file was created or the digital signature was placed into the document must appear on the document in the same manner as date is required to be applied when a licensee uses the manual sealing procedure set out in Rule 61G1-16.003, F.A.C. Architects should use the same verbiage as the engineer.</p>
<p><b>Drawings (Not Engineer or Architect) (Full set required for first review, correction and/or revision submittals)</b></p> <p><b><u>MUST BE AN UNPROTECTED PDF FILE</u></b></p>	PLANS	N/A	N/A	<p><u>Submitted at Application / Processed at Plan Review</u> Noted on drawing: <b>NAME</b>, Trade, State of Florida, License No. 000000 This item has been submitted to the Monroe County Building Department., on 06/18/2021. This drawing is representing work within the scope of my licenses and within the scope of Florida Building Code 107.3.4.2 and F.S. 489.</p> <p>Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.</p> <p>I take full responsibility for its origin, representation and accuracy as submitted to the Building Department</p>

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Drawings (Owner Builder) (Full set required for first review, correction and/or revision submittals)  <u>MUST BE AN UNPROTECTED PDF FILE</u>	PLANS	N/A	Electronic Copy	Any drawings done by an architect or engineer must follow the same guidelines even if submitted by OB.  However, if drawn be anyone without a license, it must have:  Name, phone number, signature, and date. Signature does not need to be notarized or digital.
Engineer Certification Letter Requirements	DOCUMENT	Yes -Reference Guide		If Submitted at Inspections Upload of this document <b>AND</b> schedule the Grant of Conservation Easement Inspection so that a reviewer can be automatically assigned to review/process.
Site Plan	PLANS	Yes - Reference Guide	Electronic Copy	Submitted at Application / Processed at Plan Review Prepared by the appropriate licensed professional (surveyor, engineer or architect).
Site Plan Requirements Checklist: Residential	N/A	YES	N/A	Reference
NOA - Please submit each NOA as a separate PDF document. <u>MUST BE UNPROTECTED PDF</u>	DOCUMENT	N/A	Electronic Copy	Submitted at Application / Processed at Plan Review
Survey	SURVEY	N/A	Electronic Copy	Submitted at Application / Processed at Plan Review
Stormwater Calculation Checklist (Commercial)	DOCUMENT	YES	N/A	Submitted at Application / Processed at Plan Review
Residential Swales Stormwater Review Checklist	DOCUMENT	YES	N/A	Submitted at Application / Processed at Plan Review
Agent Authorization - One Permit Only	DOCUMENT	YES	Electronic Signature and Notary (when required)	Submitted at Application / Processed at Plan Review For One Permit Only - Does NOT go to Contractor Licensing

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Agent Authorization	DOCUMENT	See the Contractor Licensing Webpage	Electronic Signature and Notary (when required)	Do Not Submit with Permit - Form must be submitted to Contractor Licensing via email: Contractor-license@monroecounty-fl.gov
Change of Contractor	DOCUMENT	YES	Electronic Signature and Notary (when required)	
Change of Owner	DOCUMENT	YES	Electronic Signature and Notary (when required)	
Change of Subcontractor	DOCUMENT	YES	Electronic Signature and Notary (when required)	
Authority Under Trust Sample Affidavit (MS Word) and Authority Under Trust Guidelines	DOCUMENT	Yes - Sample	Electronic Signature and Notary (when required)	Submitted at Application
KLWTD / FKA / KWRU Letter(s)	DOCUMENT	From Utility Company	Electronic Signature and Notary (when required)	Submitted before Permit Issuance: 1) Letter of parcel availability, 2) A "demo" letter that is used on a reconstruction and required to show that the existing line to the street is capped off to prevent intrusions during construction.  Additionally for KLWTD: Connection letter that informs the connection is complete and approved by KLWTD.
Notice To Proceed Acknowledgment	DOCUMENT	Provided by Environmental Plan Reviewers	Electronic Signature and Notary (when required)	Submitted / Processed at Plan Review
Conservation Easements - County Records	DOCUMENT	N/A	Electronic Copy	<u>Submitted / Processed during Inspections:</u> Upload of this document
Grant of Conservation Easement	DOCUMENT	N/A	Electronic Copy	<u>Submitted / Processed during Inspections:</u> Upload of this document

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Deed Restriction	DOCUMENT	N/A	Upload copy but still need to submit paper in person	Submitted/Processed at Plan Review; Uploaded document will get reviewed/stamped by staff outside of Comm Dev. Final document to be uploaded once recorded
Notice of Commencement (NOC)	DOCUMENT	YES	Recorded Clerk of Court Copy	Submitted/Processed after Issuance
Notice of Commencement Filing Affidavit	DOCUMENT	YES	Electronic Signature and Notary (when required)	Submitted/Processed after Issuance
180-Day Permit Extension Request Form	DOCUMENT	YES	Electronic Signature and Notary (when required)	Submitted/Processed after Issuance
Building Under Construction Elevation Certificate	DOCUMENT	N/A	Digital Signature/Seal by 3rd Party, i.e. a DocuSign or similar such program for Surveyors	<u>Submitted / Processed during Inspections:</u> Upload of this document
Finished Construction Elevation Certificate	DOCUMENT	N/A	Digital Signature/Seal by 3rd Party, i.e. a DocuSign or similar such program for Surveyors	<u>Submitted / Processed during Inspections:</u> Upload of this document
Foundation Survey		N/A	Electronic Copy	<u>Submitted / Processed during Inspections</u> Upload of this document <b>AND</b> schedule the 119 and 819 Foundation Inspections so that a reviewer can be automatically assigned to review/process.
Daily Inspection Report (Private Provider)	DOCUMENT	YES	Electronic Copy	<u>Submitted / Processed during Inspections</u> Upload of this document only - no inspection scheduling required
Certification of Compliance (Private Provider)	DOCUMENT	YES	Digital Signature/Seal by 3rd Party, i.e. a DocuSign or similar such program for Surveyors, we can accept these documents electronically	<u>Submitted / Processed during Inspections:</u> Upload of this document <b>AND</b> schedule the Private Provider Certification of Inspection Compliance inspection



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Asbestos	DOCUMENT	N/A	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Blower Door Test Form and Memo	DOCUMENT	YES	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Certificate of Height Elevation	DOCUMENT	N/A	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Engineer of Record Letter	DOCUMENT	N/A	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
FEMA Final for flood Panels	DOCUMENT		Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Lift/Davits Affidavit	DOCUMENT	YES	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Pre-Power Release Affidavit/180 Day Temp	DOCUMENT	YES	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Refrigerant Recovery Statement (Required for DEMO Permit Applications)	DOCUMENT	YES	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Request for Temporary Certificate of Occupancy	DOCUMENT	YES	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Roof Inspection Affidavit (Mitigation)	DOCUMENT	YES	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Septic Approval Letter DEP, DOH	DOCUMENT	From Utility Company	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Termite: Preliminary	DOCUMENT	N/A	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document

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Termite: Certificate Termite Prevention Acknowledgment	DOCUMENT	N/A	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Threshold Inspection Plan	DOCUMENT		Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Truss Plans	DOCUMENT		Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document
Work Over Water Notice	DOCUMENT	YES	Electronic Signature and Notary (when required)	<u>Submitted / Processed during Inspections:</u> Upload of this document