

E-Plans Upload Instructions

Any initial uploads or revisions not following these guidelines will be rejected and sent back to the contractor for resubmission.

All submissions will require plans and a construction cost. All demos, new additions, or new construction will need to have the square footage listed on the submittal form.

Please combine all documents as listed below. Pay attention to instructions for how to upload plan sets and how those plan sets need to be named (the file name and description of the document is extremely important to a smooth review process)

- All files should be uploaded under step 2 of the upload process. Files should only be uploaded to step 3 when requested by review or intake staff.
- For all permit sets (A, MEP, FP, FS, C, S sheets and others) sheets should be uploaded as ONE document and other informational documents can be uploaded independently as separate documents (NOAs, Material Spec Sheets, Property appraiser forms, etc.).
- Permit sets larger than 400MB will need to be separated and uploaded in multiple files. If this is required, upload in a manner that will not cause a break in a specific discipline in the plan set. For example, plans should not be uploaded in a way that would cause a portion of the mechanical plans (or any other trade) to be in two separate files.

Commercial Plans Upload Order & Instructions (24x36 max)

1. Acceptable Example Names: Electrical Plan; Architectural Plan
2. Documents (Current code Noa's and Installation Instructions, Spec sheets, Reports Energy Calculations, etc.)
3. Project Permit set to include A sheets, S sheets, C sheets, MEP sheets, FS/FP sheets, etc.

How to title your file:

1. Remove any interoffice identifying terminology from the file name, such as file numbers, project numbers, addresses etc.
2. Title the document with an appropriate title to clearly show a plans examiner what is in the document they are about to open. For example:
 - a. Permit Set
 - b. Permit Set 1 of 2 (for files larger than 400MB)
 - c. NOAs
 - d. Dryer Specs(Notice the simplicity of the file name, this makes it easier to be tracked and for revisions to make it to the right file.)
3. Submitting Revisions:
 - a. Revisions and resubmissions will be required to be uploaded with the original title, and the revision number can be noted. This rule applies whether a single revised sheet is uploaded, or a complete plan set. For example:
 - b. Acceptable revision examples: Electrical Plan Rev 1; Architectural Plan Rev 1

If there is any confusion about how to upload or label uploads, please contact the Building Department and ask to speak with a Commercial Plans Examiner.

New SF Residential Plans Upload Order (24x36 max)

1. Current code Noa's and Installation Instructions, Energy Calculations
2. Architectural plans
 - Current Survey (Showing all structures on the lot)
 - Site plans / Drainage plan with swale details (Signed and Sealed if in a Flood Zone)
 - Floor Plans
 - Electrical Plans
 - Elevation pages.
 - Building sections and details
 - Window, Door and Floor, Wall, and Stair Finish schedules.
3. Engineering Pages / Structural

Residential Renovations and Additions (24x36 max)

1. Current Noa's and Installation instructions and Energy Calculations for Additions
 - a. If the structure is in an A or V Flood zone and is non-conforming regarding finish floor elevation, Provide the FEMA forms and all back up documentation submitted as listed on the Cost Estimate of Reconstruction / Improvement. See the bottom of the page for guidance.
2. Architects Plans
 - Current survey. (Showing all Structures on the lot)
 - Site plan and Drainage plan, (Signed and Sealed if in a Flood Zone)
 - Existing and new floor plans.
 - Electrical plans (Current and new layout)
 - Elevation pages (If required)
 - Building sections and Details.
 - Window and door and Floor, Wall, and Stair Finish Schedules (if required)
 - Structural plans by the Architect or Engineer (Signed and Sealed)

Swimming Pools (24x36 max)

1. Download the Plans as indicated on the (Contractor Pool / Spa Checklist) in the order they appear on the checklist. The Check list is on the City of Sarasota Website in the Building and Permitting Link.