

**HILLSBOROUGH COUNTY  
BUILDING SERVICES DIVISION**

**Policy No.** 02-007  
**Issue Date:** February 1, 2008  
**Effective Date:** February 4, 2008  
**Supersedes:** \_\_\_\_\_

**“Getting to Ten” Policy Directive**

**Subject:**

Since June 2007, the Planning and Growth Management (PGMD), Building Services Division (BSD) has been able to achieve a ten (10) working day turnaround time on building permits for “plain vanilla,” single-family dwellings and townhouses.

A “plain vanilla” single-family dwelling or town house:

- Must have a “blanket” (subdivision) Land Alteration Landscape (LAL) permit.
- Shall not be located in special flood hazard areas (A Zones), regulatory floodways or velocity (V) flood zones.
- Shall not be located in the County’s Wind Borne Debris Protection Region.
- Shall not utilize alternate methods of design or construction proposed as equivalencies to building code requirements.
- Shall not utilize unique or proprietary structural design and/or construction techniques
- Shall not exceed three (3) stories in height and 7,000 square feet in gross building area.
- Shall be designed for a Basic Wind Speed of 120 mph, 3-second gust.
- An engineered, site-specific site plan shall be submitted along with a building permit application.

**Purpose:**

During process improvement meetings in June 2007, the BSD senior staff concluded that to continue to meet the performance measure of a ten (10) working day turnaround on building permits for “plain vanilla” single family residences and town houses will require the utilization of the County’s Electronic (Digital) Submission of Plans Policy Directive.

**Policy Statement:**

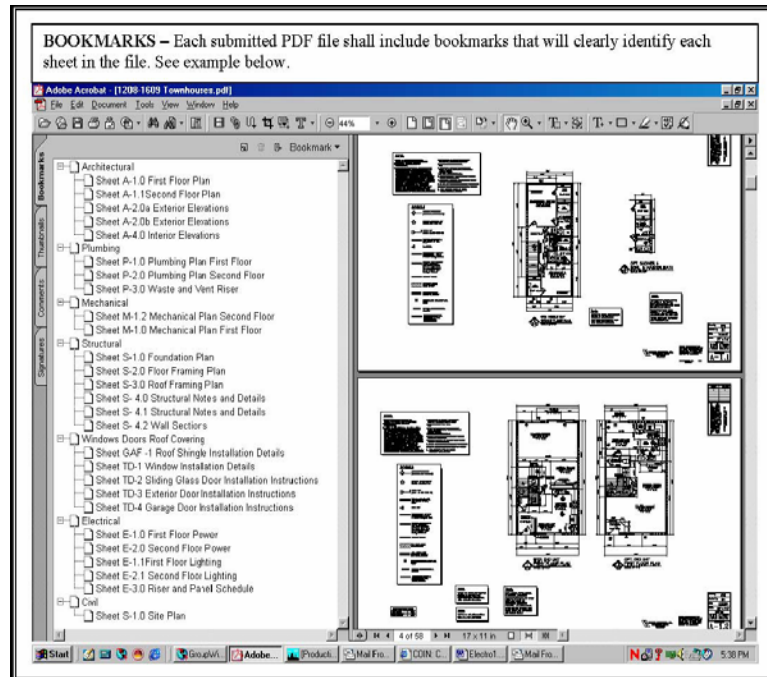
Effective February 4, 2008, all permit applicants desiring a ten (10) working day turnaround on building permits for “plain vanilla” single family residences and town houses as defined above shall comply with the submittal requirements, including the electronic submission of plans, as outlined below:

1. “Getting to Ten” residential building permit applications shall be submitted with a folio number from the County’s Property Appraiser’s Office, or with a street address from the County’s 911 office.

2. A non-refundable plan review fee (25% of the total building permit fee) shall be paid upon filing the building permit application as outlined in the most current version of the BSD Building Permit Fee Schedule and Appendix I.
3. Construction plans shall be submitted in accordance with the BSD Electronic (Digital) Submission of Plans Policy Directive. These requirements are outlined below. This directive requires one complete set of engineered plans to be submitted in an electronic (digital) format. Effective February 4, 2008, paper plans will no longer be accepted from permit applicants desiring a ten (10) working day turnaround on building permits for “plain vanilla” single family residences and town houses.
4. The remaining building permit fee balance (75% of the total building permit fee) shall be paid upon the issuance of the building permit in an electronic format as described below.

#### **REQUIREMENTS FOR THE ELECTRONIC (DIGITAL) SUBMISSION OF PLANS:**

1. All digital files shall be PC compatible. All digital documents shall be in Portable Document Format (PDF) and compatible with ADOBE ACROBAT Version 7.0 or greater.
2. One (1) Compact Disc (CD) is required to be submitted. The content of this CD must be separated into four (4) files and labeled as follows:
  - **File A “Engineer Plan.pdf”** will contain a complete set of architectural plans, details and all required attachments. File A will be the original digitally signed and secured engineered plans. Engineer will secure document to ensure no changes or modifications except printing.
  - **File B “Building Plan.pdf”** will contain a complete set of architectural plans, details and all required attachments. File B will be unsecured and unsigned. This file will be utilized by the Building Plans Examiner for application of appropriate approval stamps, security settings and digital signature. Plans Examiner will secure document to ensure no changes or modifications except printing.
  - **File C -“Energy Forms.pdf”** will contain the full set of Energy Forms (600A), Energy Display Card and Manual J Form added by builder/engineer. No security or signatures are necessary or required. The Plans Examiner will review and approve these documents electronically.
  - **File D – “Approved Options.pdf”** will contain any options that pertain to the model submitted. This file will be used by the plans examiner during the review process to ensure the options selected on the list pertain to that model.



## BOOKMARKS ARE REQUIRED ON EVERY ELECTRONIC PLAN SUBMISSION

- **Identification Requirements:** All PDF files shall be submitted on one (1) compact disc (CD) with the disc and sleeve case properly labeled with the contractors' name, telephone number, and address of the location of construction. It is important to label both the CD as well as the sleeve/case.
- **Document Security:** Refer to "Submission Requirements". All engineered plans will require a 128-encryption "digital signature" of the Design Professional of Record to be verified by the plans examiner during plan review.
- **Plan Scale & Paper Size:** The design professional is required to set the scale of their drawings to no less than 1/8" = 1'- 0" and print to 11" x 17" paper. In cases where 1/8" scale is not feasible on 11x17, 24" x 36" size will be acceptable.
- **Font Size and Type:** All text shall be either Times New Roman or Arial no smaller than 8 pt.
- **Page/File Orientation:** All sheets shall be properly oriented so that the top of the page is always at the top of the monitor. **A 3" x 3" area at the top left corner of each page shall be left empty for the placement of the Plans Examiner approval stamps and signature.** All architectural, structural, mechanical, electrical, and plumbing plans shall be in one file so that the plans examiner may scroll through the file and have the ability to view all pages without opening another file. Or, in the case where there are different design professionals for each discipline, the architectural, structural, mechanical, electrical and plumbing plans may be in separate files as long as all sheets for each discipline are contained in a single file.

- **Scanned Documents:** PDF documents produced by scanning paper documents are usually inferior to those produced from an electronic source. Documents that are available only in paper should be scanned at resolutions that will ensure pages are legible both on the computer screen and when printed. Therefore, we highly recommend scanning at 300 dots per inch (dpi) to balance legibility and file size.

**Plans Examiner's Responsibilities:**

- **File A/Engineer Plan** will be viewed only for structural plan review by the Plans Examiner.
- **File B/Building Plan** will be approved via watermark, digitally signed and secured by the Plans Examiner.
- **File C/Energy Forms** will be reviewed by the Plans Examiner and watermark/ approval stamps affixed.
- **File D/Approved Options** will be reviewed by the Plans Examiner and watermark/ approval stamps affixed.

**Approval Distribution:**

**FILE A** (Engineer's original signed and secured plan), **FILE B** (Hillsborough County approved signed and secured plan), **FILE C** (Approved Energy Forms), and **FILE D** (Approved Options) will be burned to a new CD and distributed to the Permit Applicant at time of permit payment and pick-up.

**Contractor Site Requirements:**

The applicant will be required to have a hard-copy of all county approved documents (Files B, C & D) available as a hard copy at the job site for the inspector's use. The size and dimension of the printout shall be legible and readable. Plans, site plans and surveys shall be 11" x 17" or larger with other associated documentation being on 8 ½" x 11" or larger.

**Prepared by:**

**Wayne Francis**

  
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Manager, South County Office

**February 1, 2008**

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Date

**Approved:**

**Jerry Sparks**

  
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Building Services Division Director

**February 1, 2008**

\_\_\_\_\_  
Date