



CITY OF WINTER GARDEN
300 WEST PLANT STREET
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ELECTRONIC PLAN SUBMITTAL REQUIREMENTS

ALL ORIGINAL PLAN SUBMITTALS RESIDENTIAL AND COMMERCIAL PROJECTS

THE PERMIT WILL HAVE PLANS SUBMITTED GROUPED INTO THESE THREE FOLDERS. ADDITIONAL FOLDERS ARE OPTIONAL.

1. **PERMIT INFORMATION:** PERMIT APPLICATIONS, POWER OF ATTORNEY, ADMINISTRATIVE SERVICE FORM, TOP PAGE OF ENERGY CALCULATIONS, ORANGE COUNTY SEPTIC TANK PERMIT, UNITY CONTRACT, BACK-FLOW PERMIT APPLICATION, AND ANY ADDITIONAL PERMITTING INFORMATION REQUIRED.
2. **PLANNING & ZONING:** PROPERTY MANAGEMENT/HOA APPROVALS AS APPLICABLE, IMPERVIOUS SURFACE CALCULATIONS, UNIVERSAL ENGINEERING REPORTS, LANDSCAPE PLANS (IF REQUIRED), LOT SURVEY WITH ELEVATIONS LISTED, DRAINAGE GRADING PLANS, ADJACENT LOT INFORMATION, WRITTEN APPROVALS FROM OTHER AGENCIES.
3. **CONSTRUCTION PLANS:** RESIDENTIAL PROJECTS ARE ALLOWED TO BE A SINGLE FOLDER, BUT COMMERCIAL PROJECTS ARE SUGGESTED TO BE FURTHER DIVIDED INTO TRADE FOLDERS: (EXAMPLE ONLY).
 - a. STRUCTURAL/ARCHITECTURAL PLANS – PRODUCT APPROVAL INFORMATION, ENGINEERS LETTERS, SCOPE OF WORK.
 - b. FIRE PROTECTION – FULL UL LISTED DETAILS, LIFE SAFETY PLANS, UNDERGROUND FIRE LINE, OVERHEAD SPRINKLER, FIRE ALARM AND HOOD SUPPRESSION SYSTEM.
 - c. ELECTRICAL—LOAD CALCULATION, LINE DRAWINGS, PANEL CALCULATIONS, LOCATIONS OF EQUIPMENT, GENERAL INFORMATION.
 - d. MECHANICAL—HEAT LOAD CALCULATIONS, ENERGY CODE COMPLIANCE FORMS AND ADDITIONAL INFORMATION.
 - e. PLUMBING/GAS - GAS BTU'S AND SIZING CALCULATIONS, PLUMBING LOCATIONS AND LINE DRAWINGS.

EACH FOLDER IS TO BE SUBMITTED IN A SINGLE PDF DOCUMENT, NOT SEPARATE PDF PAGES; THIS ALLOWS US EASY MOVEMENT BETWEEN PAGES WITHOUT OPENING EACH SEPARATE DOCUMENT.

NOTE: ALL DOCUMENTS THAT ARE REQUIRED TO BE SEALED BY A FLORIDA DESIGN PROFESSIONAL, MUST BE IN PDF FORMAT WITH AN ELECTRONIC DIGITAL SIGNATURE AND BE DIGITALLY SEALED. DIGITAL SEALING MAY BE SELF-CERTIFICATION OR USE A 3RD PARTY SERVICE, BUT MUST ALLOW “MARKUPS/ANNOTATIONS.” THIS ALLOWS US TO PLACE OUR DIGITAL APPROVAL STAMP, PERMIT NUMBER, AND MINOR NOTES ON THE PLANS.

PLAN RESUBMITTALS BEFORE PERMIT IS ISSUED OR FIELD CHANGES AFTER PERMIT ISSUANCE

PLEASE BE AWARE THAT PARTIAL RESUBMITTALS ARE **NOT** ACCEPTABLE. WE REQUIRE A **NEW** COMPLETE FULL SET OF PLANS WITH EACH SUBMITTAL ALONG WITH THE REQUIRED CITY RESUBMITTAL FORM. RESUBMITTALS MUST INCLUDE A DETAILED NARRATIVE OF ALL CHANGES OR A WRITTEN RESPONSE TO EVERY PLAN REVIEW QUESTION ASKED. ALL CHANGES MUST BE “CLOUDED OR MARKED.” WHEN RESPONDING TO REVIEW COMMENTS/QUESTIONS, PLEASE HAVE RESPONSES FOR ALL TRADES SUBMITTED AT THE SAME TIME. WE MUST BE SURE THAT CHANGES MADE BY ONE TRADE ARE APPROVED AND IN CONJUNCTION WITH ALL OTHER TRADES. THE RESUBMITTAL WILL BE ACCEPTED ONLY FROM THE PERMIT CONTACT PERSON TO LESSEN THE CHANCE OF CONFLICTING CORRECTIONS AND PERMIT PAGES OF DIFFERENT DATES BEING USED.