

**Process for Electronic Submittals of
Land Development, Stormwater and associated Right-of-Way Permit Applications**

Submittal Process

If the process is not followed all applications will be rejected without further review at the time the deficiency is discovered.

1. Items Required (Electronic Delivery):
 - a. Cover Letter (list all included documents, application numbers and type of review)
 - b. Permit Applications
 - c. Plans
 - d. Calculations
 - e. Other supporting documents
2. Electronic files are required to be readable by Adobe Reader either in PDF format or other cloned extension
3. Hard copy requirements:
 - a. Payment of fees by check is required prior to commencement of review. Fees shall be mailed or hand delivered. Correspondence shall be provided with the check which includes the project name and date of email of the application request.
 - b. Original application is required prior to commencement of review. Application shall be mailed or hand delivered.
4. File naming convention
 - a. All files shall be named in accordance with the filename convention list located below
 - b. Documents that do not match with the attached list shall be named as close as possible to the represented file
5. Delivery Process
 - a. LDP – email to IRCPWLDP@ircgov.com
 - b. SW Type A, B or C – email to IRCPWLDP@ircgov.com
6. Files greater than 30 MB
 - a. Contact IRCPWLDP@ircgov.com and request a Drop Box link
7. Alternative Delivery
 - a. Provide an email stating another Drop Box or FTP site location
 - b. If using an alternative delivery, provide username and password. The County will not be creating accounts to access applications.
8. Email shall include
 - a. Subject Heading:
 - i. *Permit designation – Official Project Name – (Application or Response#)*
 - ii. Permit designation definitions: LDP = Land Development Permit, STMWT = Stormwater Management System, ROW = Right of Way
 - iii. Examples
 1. LDP – Wallyworld Subdivision – Application
 2. STMWT – Wallyworld Drugstore – Response1
 3. Always use LDP as the governing designation when STMWT and ROW is included

- b. Filenames to download
 - c. Location of files and access information
9. LDP review plan sets, STWMT review plan sets and STWMT Drainage Reports for review are not required to be signed and sealed. All review plans and calculations shall clearly state “Not for Construction” and “For Review Only”.

Review Process for STMWT, LDP and associated ROW

1. All comment letters will be provided to the Engineer of Record via email provided on the application.
2. All responses to reviews shall be sent to the email as directed above.
3. Responses shall use the subject heading as directed above.
4. Filenames shall be in accordance with the filename convention list.
5. Individual questions shall be directed to the reviewer provided on the comment letter.

Review Complete

6. Engineering Reviewer will notify the Engineer of Record that the review is electronically complete.
7. The Engineer of Record will be required to submit the appropriate number of signed and sealed plans and drainage calculations for final acceptance.
8. The Engineer of Record shall provide digitally signed and sealed electronically submitted plans, specifications and reports in addition to the provided hard copies.
9. Be advised, if the plans and calculations do not match what was reviewed, provide a letter stating all infrastructure changes. If the plans and calculations are found to be busy, illegible or are not signed and sealed in accordance with Florida Statutes they will be rejected without cause.
10. Hard copy documents are quarantined 24 hours prior to use in each County Department. Please be patient as we keep operations moving forward.
11. In order to help County Engineering expedite release of the permit, provide the Engineering Reviewer the expected signed and sealed date of all final documents.
12. Final permitted documents will be available for pickup in Building A’s atrium. Coordinate directly with the County Staff member conducting the permit release to determine a pickup time.
13. For Stormwater and Right of Way Permit releases which are a condition of site plan release, it is advised to coordinate with the Community Development Planner to reduce time delay.

Filename Convention List

Correspondence	LDP Type A/B #XXXXXX CommentsX	County issued comments, X = Letter No.
	LDP Type A/B #XXXXXX ResponseX	Response to County issued comments
	LOT Project Name, YYMMDD	Letter of Transmittal to County
	LDP Type A/B #XXXXXX PlansX	Construction plan set submitted for review
	Project Name Stormwater CalculationsX	
	Project Name Drainage Statement	
Permits	Project Name PARP	Pollution Affidavit
	SWMS Type A/B App #XXXXXX	SWMS Application
	LDP App #XXXXXX	LDP Application
	Project Name – Agency – Permit #XXXX	Other agency permits
ROW	ROW App #XXXXXXXXXX	ROW Application
	ROW Permit #XXXXXXXXXX	ROW Permit
	ROW Permit #XXXXXXXXXX ModX	Modification to ROW Permit
Security	Project Name Estimate YYMMDD	
	Project Name Warranty Security CommentsX	County issued comments
	Project Name Warranty Security ResponseX	Response to County issued comments
	Project Name Performance Security CommentsX	County issued comments
	Project Name Performance Security ResponseX	Response to County issued comments

#XXXXXX = Five digit application number assigned, use X until known

X = The number in order of submitted plans, calculations, correspondence, i.e. 1, 2, 3...