



2020 EnerGov and Citizen Self-Service

UPDATED DRAWING AND DOCUMENT SUBMITTAL PROCEDURES

- **PDF FILES MUST BE SUBMITTED INDIVIDUALLY AND NAMED ACCORDING TO NAMING CONVENTIONS DOCUMENT**
- **SUBMITTALS NOT FOLLOWING PROVIDED NAMING CONVENTIONS WILL NOT BE ACCEPTED**
- **ALL REWORKS OR REVISIONS MUST BE SUBMITTED WITH A WRITTEN NARRATIVE OF CHANGES OR COMMENTS ADDRESS WITH A PAGE INDEX**

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Personnel Directory

All staff are available via phone or email. Our personnel directory can be found at <https://www.cityofdoral.com/all-departments/building/bd-personnel/>.

Links You Will Need to Access PRIOR to submittal

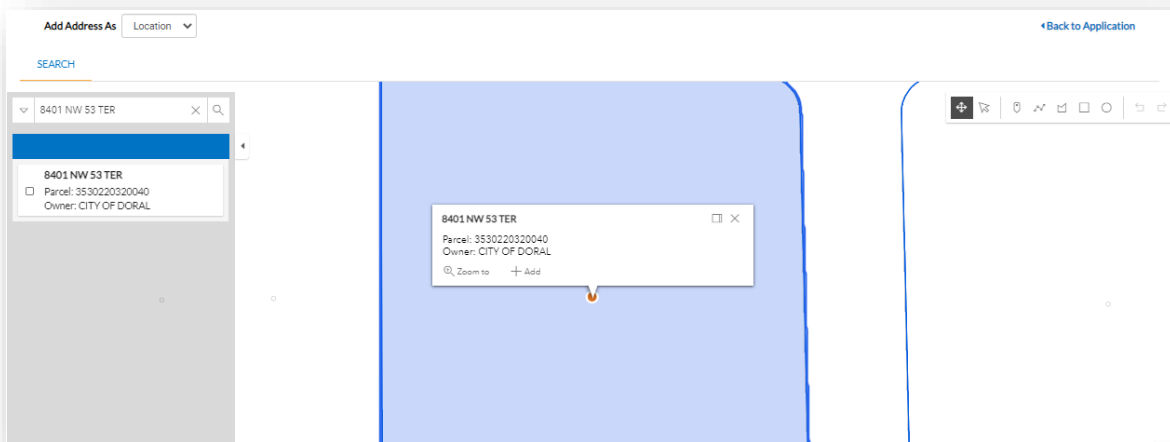
Typical documents that will need to be submitted in PDF form with your permit submittal. Documents may vary depending on scope of work.

- Permit Application
- <https://www.cityofdoral.com/all-departments/building/forms-building/?page=5>
- MDC Permit Application <https://www.miamidade.gov/permits/library/building-permit.pdf>
- MDC File Naming Conventions <https://www.miamidade.gov/permits/library/guidelines/concurrent-plans-processing.pdf> MDC Property Appraiser
- https://www.miamidade.gov/pa/property_search.asp
- Business/Corporate Documents <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
- Owner Builder Affidavit
- <https://www.cityofdoral.com/all-departments/building/forms-building/owner-builder-affidavit>
- Trade Fee Sheets
- <https://www.cityofdoral.com/all-departments/building/forms-building/>
- Temp for Test Affidavit
- <https://www.cityofdoral.com/all-departments/building/forms-building/temp-for-test>



New Permit Submittal

1. Register for a CSS User account at <https://doralfl-energovweb.tylerhost.net/apps/SelfService>.
2. From the CSS Homepage select **APPLY**.
 - a. For most permitting processes, you can select PERMITS and “ALL” and the Application Assistant search bar will appear.
 - b. For Site Plan, Admin/Council procedures with Planning & Zoning, Records Search, Holiday/Weekend Work Requests, select PLANS and “ALL” and the Application Assistant search bar will appear.
 - c. For Business Licensing or Contractor Registration, select “LICENSES”.
3. Be sure to select the appropriate **WORK CLASS**.
 - a. For a master permit, the selection should be “PRIMARY”.
 - b. For a sub permit, the selection shall indicate “SUB”.
 - c. For residential work (RES) and for commercial work (COMM).
4. **Add Location.** Most processes will require the location of the work to be performed.
 - a. Address search should start with the house/building number (e.g. 8401)
 - b. Enter direction and street in post office format (e.g. 8401 NW 53 TER)
 - c. Note: There is no suffix on the street such as 53rd and Terrace is abbreviated TER.
 - d. For individual owner units, condos or warehouse units, enter the number following the address (e.g. **9000 NW 15 ST 6** for Unit 6 at this address)
 - e. If the address does not exist, please STOP and select “PZ Request for Address Assignment”.



5. Add Permit/Plan Details

- a. Provide a brief description of work.
- b. Square feet (if required)
- c. Valuation (cost of work, if required)

Apply for Permit - BD Accessory Structure (Comm) (Primary) *REQUIRED

Progress: 1. Locations (Completed) 2. Type (Active) 3. Contacts 4. More Info 5. Attachments 6. Signature 7. Review and Submit

PERMIT DETAILS

All fields marked as required must be filled out to move forward in the application process.

* Permit Type: BD Accessory Structure (Comm) (Pr)

* Description: Exterior Car Canopy

* Square Feet: 1200

* Valuation: 15500

Buttons: Back, Create Template, Save Draft, Next

6. Add Contacts

- a. Applicant will appear as user that is logged in to CSS Portal



- b. Owner, where required, should be searched using information from Miami Dade County Property Appraiser (<https://www.miamidade.gov/Apps/PA/propertysearch/#/>) A valid email address for the owner is required.
- c. Contractor/Owner Builder, where required, should already be registered with the city. If no contractor is found, STOP and ask contractor to register using the License module.
- d. For Dry Run submittals where no contractor has been selected, search for Company: “Dry Run” and add to the file. Your record will not be issued until a valid contractor is assigned.
- e. For Owner Builder work, you must register as an Owner Builder via the License module.
- f. Additional Contacts may be added as needed.
- g. Contacts associated with the record will be able to see workflow, add files, request inspections, etc.

Apply for Permit - BD Accessory Structure (Comm) (Primary) *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (3) 4. More Info 5. Attachments 6. Signature 7. Review and Submit

CONTACTS

A contact is a person authorized to view this plan or permit. A **required contact** must be attached to the plan or permit prior to submittal. Each work class may have one or more **required contacts**.

<p>Applicant</p> <p>_____ _____ _____</p>	<p>Contractor/Owner Builder</p> <p>DRY RUN DRY RUN</p> <p>Remove</p>	<p>Owner</p> <p>Add Contact</p> <p>+</p> <p>REQUIRED</p>	<p>Applicant</p> <p>Add Contact</p> <p>+</p>
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Back Create Template Save Draft Next

7. More Info

- a. Fields found in this section may be required or optional. All required fields (red) must be filled out prior to submittal and will be verified by the review team.
- b. You can “Save Draft” at any time and return to the file from your dashboard.



Apply for Permit - BD Accessory Structure (Comm) (Primary) *REQUIRED

✓ Locations
✓ Type
✓ Contacts
4 More Info
5 Attachments
6 Signature
7 Review and Submit

MORE INFO

Fields found in this section may be required or optional. All **required fields** must be filled out prior to submittal and will be verified by the review team.

Building/Roof Next Section | Top | Main Menu

*Scope of Work v
 Scope of Work is required.

*Accessory Structure Type v
 Accessory Structure Type is required.

Building Code Edition v

Flood Previous Section | Next Section | Top | Main Menu

8. Attachments

- a. **ALL SUBMITTALS** must be in **UNLOCKED** PDF format.
- b. For plans or drawings that require a seal, use a **Certificate of Authority** that is generally accepted by industry.
- c. Digital certificates used to digitally sign, and seal documents submitted must be a National Institute of Standards and Technology (NIST) assurance level three or higher.
- d. Electronic submittals must follow 61G15 of the Florida Administrative Code.
- e. Plans & drawings must be submitted in individually named files according to the Naming Conventions document.
- f. All required attachments must be submitted. Additional attachments may be added as needed and categories using the drop-down menu.
- g. Attachments that may be required include (but are not limited to)
 - i. **Permit Application – A permit application is STILL REQUIRED at this time. Please fill out BOXES 1-9 COMPLETELY.**
 - ii. **Miami Dade County Contact Form** (when required for County submittals) – <https://www.miamidade.gov/permits/library/requested-reviews.pdf>

The City of Doral Building Department will continue to submit to Miami-Dade County through their CPP Portal on your behalf.



- iii. **Miami Dade County Municipal Application** (when required for County submittals) – <https://www.miamidade.gov/permits/library/municipal-permit.pdf>
 - iv. Proof of Ownership (Miami Dade County Appraiser Report) - <https://www.miamidade.gov/Apps/PA/propertysearch/#/>
 - v. Business Information or additional corporate documentation (if applicable)
 - vi. Owner Builder Affidavit (if applicable)
 - vii. Homeowners Association Letter (if applicable)
 - viii. Trade Fee sheet (if applicable)
 - ix. Temp for Test Affidavit (if applicable)
- h. Use “Submittal Guides” from cityofdoral.com/building for more information.
- i. **IMPORTANT REMINDERS:**
- i. **Applicant is responsible for downloading ALL APPROVED plans, drawings, and files from Miami Dade County portal PRIOR to link expiration.**
 - ii. **Files must be individually downloaded and only those files that need correction for the City of Doral shall be attached in CSS Portal.**
 - iii. **Miami-Dade County “Batch” file may be submitted at last round of review only.**
 - iv. **DO NOT PAY for all outstanding MDC fees until BOTH jurisdictions have approved plans. This will close your process and issue a county permit and may require resubmittal.**



Attachments

Applications and forms are available in electronic, PDF-fillable format from the department's web page at www.cityofdoral.com. Please follow Miami-Dade County naming guidelines. See <http://www.miamidade.gov/permits/library/guidelines/concurrent-plans-processing.pdf>. Do NOT lock PDF's for editing. Use a certificate authority for digital signatures.

Application

Add Attachment

Supported: .pdf

REQUIRED

Plans & Drawings

Add Attachment

Supported: .pdf

REQUIRED

Proof of Ownership

Add Attachment

Supported: .pdf

REQUIRED

Application

- Application
- As-built/Record Drawing or Certification
- Certified Copies of Latest Approved Drawings
- Doral NPDES/SWPP Form
- Executed Contract/Good Faith Estimate
- Expedite Agreement
- Hardship Letter
- HOA/Landlord Authorization Letter
- Miami Dade County Contact Sheet
- Miami Dade County Permit Application
- NOA's / Product Approvals
- Owner Builder Affidavit
- Owners Authorization Letter
- Plans & Drawings
- Proof of Ownership
- Property Appraiser Information
- Site Plan/Survey
- Structural, Wind or Engineering Calcs
- Sunbiz
- Tree Disposition Plan

[Back](#)

[Create Template](#)

[Next](#)

9. Signature

- a. Applicant must electronically sign the submittal attesting to the information and documents provided.
- b. Signatures are digitally captured and recorded.

SIGNATURE

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, MECHANICAL, PLUMBING, SIGNS, WELLS, POOLS, ROOFING, SHUTTERS, WINDOWS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc. In addition to the requirements of this permit, there may be additional restrictions found in the public records, and there may be additional permits required from other governmental entities such as water management districts or federal agencies.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT (NOC) MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

The issuance of the permit does not relieve the property owner from obtaining homeowner's association approval (if required) prior to beginning any work and in no way authorizes work that is in violation of any association rule or regulation.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Jane Decker
March, 27 2021

X John B. Homeowner

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)



10. Review and Submit

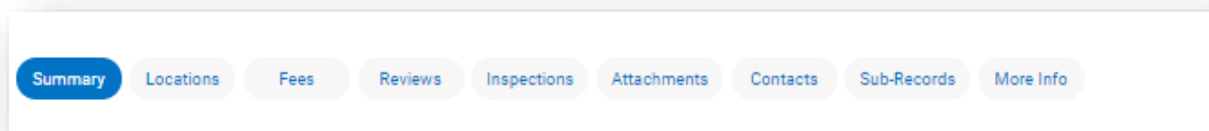
- a. Verify that all information entered is true and correct. Use the BACK button to make corrections.
- b. Estimated fees are subject to change and additional fees may apply based on scope of work presented. The department endeavors to keep this as accurate as possible.
Note: As of March 1, 2021 the Building Department is no longer charging upfront fees in order to reduce lag time between submittals and reviews beginning. A BDAP 999 Application Fee will be charged at time of acceptance of the submittal package and is payable prior to permit issuance.
- c. Additional fees may be incurred for excessive reworks, scope not originally entered in “More Info” or others.
- d. Once you click SUBMIT, you will return to your Dashboard where you will be able to monitor the progress of your submittal. Review times shown are automatically calculated and may not be an indicator of your actual review time.

11. Reworks or Corrections

- a. Once the round is completed, review comments will be available in the Reviews tab.
- b. Those sheets that need to be resubmitted will be available to resubmit.
- c. You cannot submit new sheets mid-round.

Permit Issuance & Payment

1. Login to the CSS Portal
2. Throughout your permitting process, you will be able to follow the workflow, pay fees and download approved documents for the field.



3. Fees can be paid from Permit Summary screen or from Pay Invoices menu at the top of the screen. Any person with a valid invoice number may make payment on an invoice.
4. **Important: All Miami Dade County fees must be paid directly through the County portal.**
<https://www.miamidade.gov/Apps/RER/EPSPortal>
5. Approved documents are available in the attachments tab once the process is approved.
Remember: It is your responsibility to print the documents for field inspections.



Attachment	Attachment	Attachment	Attachment
2021030323 MASTER PERMIT CARD.pdf	PLANS REVIEW LOG - 2021030323.pdf	2021036331-BatchPrint.pdf	Additional Roof Plan.pdf
Uploaded: 03/23/2021	Uploaded: 03/23/2021	Uploaded: 03/23/2021	Uploaded: 03/23/2021

Scheduling Inspections

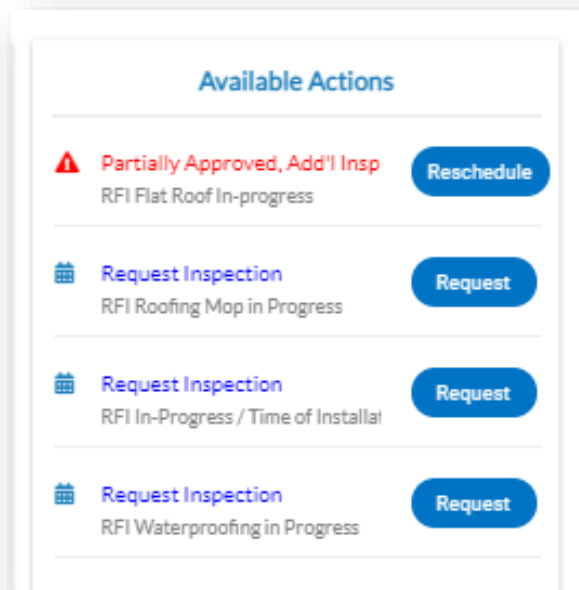
1. Login to the CSS Portal

- a. Find the permit on your dashboard.

Attention	Pending	Active	Draft	Recent
1	0	2	0	2
RF Roof - Repair (C... 1		RF Roof - Repair (C... 1 EL Wall Sign (Comm) 1		RF Roof - Repair (C... 1 PL Portable or Tem... 1

[View My Permits](#)

- b. From the main permit summary screen, select inspection from the right-hand "Available Actions" menu.



Additional Information

1. Existing permits and permits-in-process are being extended due to the current emergency declaration
2. Change of Contractor Applications, Process Cancellations, Permit Cancellations and Renewal Applications are to be sent to building@cityofdoral.com – **Pending a CSS Portal process at time of publication.**
3. All inspection reports can be emailed directly to the inspector's email
4. Plan review and inspection questions are to be directed to specific plan reviewer and or inspector. They are available by phone and email Monday – Friday from 8:00 AM – 5:00 PM. See directory here <https://www.cityofdoral.com/all-departments/building/bd-personnel/>.
5. Request for Certificates of Occupancy (CO's) are to be directed to CO@cityofdoral.com.
6. Temporary Certificates of Occupancy (TCO's) requests are to be directed to TCO@cityofdoral.com.
6. Inspections are to be scheduled online using the CSS Portal at no later than 4pm on the day prior to the request. Inspections will be completed the following business day.
7. Remote/Virtual inspections MAY be available for interior UNOCCUPIED spaces. Please inquire with your TRADE CHIEF for more information.



Digital Plans Submittal Guidelines – MANDATORY FORMAT

Additional information may be found at

<http://www.miamidade.gov/permits/library/guidelines/concurrent-plans-processing.pdf>

- The Concurrent Plans Processing (CPP) Guideline is for use by permit applicants who wish to leverage the benefits of electronically processing building plan packages. These guidelines have been developed to serve as a template for the exchange of electronic data between the permit applicant and Miami- Dade County (MDC). The CPP Guidelines for electronic plan package submittal shall dictate required documentation, procedures, data, naming conventions and file formats for e-plan (electronic) processing. The permit applicant shall provide the entire electronic plan package on one or more CD ROM. The CD ROM shall contain all drawings and supporting documents in PDF file format.
- The permit applicant will be notified via email when the review process is completed by Miami-Dade County. The permit applicant will be responsible for any and all modifications required to drawings and supporting documents that have been disapproved. The permit applicant will electronically resubmit the drawings / supporting documents that have been corrected. The permit applicant will be notified when a plan package is approved. The permit applicant may then pay for the permit, print the permit and obtain the job copy over the internet. The permit applicant is responsible for producing the paper job copy for the job site.
- **PDF File Type Only**
 - All drawings and supporting documents in the plan package **must** be in PDF format.
 - PDF files shall be created in a manner that retains the sheet aspect ratio allowing for electronic measurements using the markup tool.
 - PDF files shall have only one layer without any embedded objects.
 - PDF files shall not be encrypted, or password protected.
- **File Names**
 - File names shall not contain any leading or trailing spaces.
 - File names shall not contain special characters such as: parenthesis “()”; double periods “..”; question marks “?”; etc.
 - The discipline is the primary method of classification for file names. Each file shall contain the discipline code as the first letter of the file name. Sheet File names start with the discipline code, followed by a user-definable numerical field that closely corresponds to the sheet sequence number. For example, A-101 for architectural, floor plans, first floor.



- A Architectural
- C Civil
- E Electrical
- F Fire Protection
- G General Information (non-discipline specific)
- H Hazardous Material
- I Interiors
- L Landscape
- M Mechanical
- P Plumbing
- O Equipment
- S Structural
- T Telecommunication
- U Other disciplines
- Z Contractor/Shop Drawings

Sheet numbers should be designated sequentially starting at "01" and continuing thru "99"

- Examples:
The following are sample sheet file names:
A-101.pdf Architectural, first floor plan, sheet 1.1
A-102.pdf Architectural, second floor plan, sheet 1.2
A-103.pdf Architectural, first floor reflected ceiling plan, sheet 1.3
A-201.pdf Architectural, elevations, sheet 2.1
A-501.pdf Architectural, details, sheet 5.1
- State of Florida Rules for Signing and Sealing Electronically
 - Information stored in electronic files representing plans, specifications, plats, reports, or other documents must be signed and sealed electronically where required by state laws as described in the Florida Statutes Chapter 471.025, 481.221, and 668.001-006.

Should you need any additional information please contact BuildingOfficial@cityofdoral.com.



Florida Administrative Code (FAC) 61G15-23.004

Procedures for Digitally Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents.

(1) Engineering plans, specifications, reports or other documents which must be signed, dated and sealed in accordance with the provisions of section 471.025, F.S., and rule 61G15-23.001, F.A.C., may be signed digitally as provided herein by the professional engineer in responsible charge. As used herein, the terms “certification authority,” and “digital signature” shall have the meanings ascribed to them in sections

668.003(2) and (3), F.S.

(2) A professional engineer utilizing a digital signature to electronically sign and seal engineering plans, specifications, reports or other documents shall have their identity authenticated by a certification authority and shall assure that the digital signature is:

(a) Unique to the person using it; (b) Capable of verification; (c) Under the sole control of the person using it; and, (d) Linked to a document in such a manner that the digital signature and correspondingly the document is invalidated if any data in the document is changed.

(3) The affixing of a digital signature to engineering plans, specifications, reports or other documents as provided herein shall constitute the signing and sealing of such items.

(a) A digitally created seal as set forth in rule 61G15-23.002, F.A.C., may be placed where it would appear if the item were being physically signed, dated and sealed.

(b) The date that the digital signature was placed into the document must appear on the document in accordance with subsection 61G15-23.001(4), F.A.C., and where it would appear if the item were being physically signed, dated and sealed.

(c) The engineering plans, specifications, reports or other documents being digitally signed and sealed shall include text to indicate the following and place it where an original signature would appear if the item were being physically signed, dated and sealed:

1. The same information required by subsection 61G15-23.002(2), F.A.C., if a digitally created image of the seal is not use;
2. The item has been digitally signed and sealed; and,
3. Printed copies of this document are not considered signed and sealed and all signatures must be verified on any electronic copies.

(d) Formatting of seals and text similar to that depicted below shall be used.

While the formatting may be altered, the text must remain identical.

1. When a digitally created seal is used:



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.



2. When a digitally created seal is not used:

[NAME], State of Florida, Professional Engineer, License No. [NUMBER]

This item has been digitally signed and sealed by [NAME] on the date indicated here.

(e) When engineering plans, specifications, reports or other documents contain multiple sheets or pages, the licensee may apply a single digital signature per electronically transmitted item as set out in rule 61G15-23.001, F.A.C. A digital signature applied to an item in electronic form shall have the same force and effect as signing all of the individual sheets or pages contained within that item unless otherwise limited as specified in subsection 61G15-30.003(3), F.A.C.

(f) In the case where multiple licensees sign and seal a single item, each licensee shall apply their digital signature and include qualifying language with those items required in paragraph (e) of this rule, thoroughly describing what portions the licensee is taking responsibility for.

Rulemaking Authority 471.025(1), 471.033(2), 471.008 FS. Law Implemented 471.025, 471.033(1)(j), 668.003, 668.006 FS. History—New 11-3-15, Amended 9-7-17, 6-19-18.