e-Plan Review Submittal Requirements

General Information

The City of Sunrise is pleased to announce electronic plan and permit review for all permit and plan review processes. Applications will be accepted in digital format and may be submitted electronically online through the Citizen Self Service Portal (CSS); This new process will provide numerous benefits such as easier access to documents as well as eliminating the requirement of multiple paper copies. Please note, all applications/permits currently submitted and/or under review will not be converted to digital review and will continue through the plan/permit process via paper format until the application's completion.

The Customer Service portal allows you to submit plans and permit applications electronically by uploading them into your account.

You may also view the step-by-step instruction guides to assist with the electronic review process:

- How to setup your account
- How to apply for plan review or permit review
- How to upload corrected applications, plans, and associated documents

Minimum Submittal Requirements

The following are the minimum requirements* in order to submit applications through Citizen Access.

- Community Development Self Service Portal Account
- Desktop Computer (application and document submissions are not supported on mobile devices)
- Google Chrome Browser or Microsoft Edge (please ensure all pop-up blockers are turned off)

File Organization

- File organization:
  - Building Division – all drawing files shall be organized by discipline. Applications and supporting documents should be submitted in their own respective files.
  - Engineering Division – all drawing files shall be combined into one document for submission. Applications and supporting documents should be submitted in their own respective files.

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- o Planning Division - all drawing files shall be combined into one document for submission. Applications and supporting documents should be submitted in their own respective files.
- All items must be in the correct orientation so that the top of the page appears at the top of the computer screen when opened. Page must not require rotation in order to be read.
- Plans must be drawn to scale according to application requirements.
- All plan submittals require a signed and sealed Cover Sheet.
- All submitted documents must be labeled by type; i.e. Site plan, Structural, Engineering plan.

- When uploading files, make sure to select the **correct** corresponding document category from the dropdown list to avoid validation issues or rejection; i.e. Select application to upload your application.
- When submitting corrections/revisions, the PDF file shall be uploaded to include all pages.

Standards for Plans & Supporting Documents

Professional Digital Drawing and Document File Standards

These are the document standards that are required to allow for review of the submission. Please follow these guidelines in your document design to ensure the documents are able to be processed up submission. Professional drawings, plans and other supporting documents must be submitted with the following file standards.

- All plans prepared by a design professional (i.e., Architects and Engineers) should be "digitally signed & sealed".
- All files must be submitted as unlocked PDF files
- Files shall not be encrypted or password-protected
- All files must allow markups to be processed
- All documents must have a minimum resolution of 300 DPI and shall be legible on a computer and when printed
- All layers must be flattened (including seals, signatures, notations)
- If submitting multiple pages (more than one) in a single PDF file, you **must** include a table of contents (TOC). Include sheet titles, page labels, page numbers, bookmarks within the TOC. (TIP: include "Create bookmarks" setting in AutoCAD when exporting/publishing to the PDF index page.)
- Ensure that sheet numbers are unique and consistent for each version of submitted plan sheets.
- Any annotations in the PDF will be removed during the submission process.