



# ONLINE SUBMISSION REQUIREMENTS

Osceola County is proud to offer applicants an easy, digital way to submit files for their permit. Plans submitted through this process must meet certain requirements to be deemed legal submissions in the state of Florida.

**Please submit files according to the criteria listed below.**

*Failure to abide by these rules can result in a hold on your permit and impede the review process.*

✓ **DRAWINGS MUST BE VECTOR PDF**

We do not accept scans of paper sheets. Plans must be vector PDFs. Vector format images are the original images outputted by the drawing software.

✓ **DRAWINGS MUST DIGITALLY SIGNED & SEALED**

The engineer or architect must place valid digital signatures on each of their drawings. Architects can self-sign using a program like Adobe Acrobat. Engineers must sign through a 3<sup>rd</sup> party software such as CoSign, Ascertia, AdobeEntrust, IdenTrust, etc.

✓ **KEEP FILE NAMES SIMPLE**

Documents should have short and simple names. Instead of naming a file TrussSheets\_September-25-2015\_ver1.PDF, simply name it TRUSS PACKET.pdf. Drawings must be named after their sheet number. Example: COVER.pdf, A1.pdf, S-202.pdf.

**Revised drawings must be uploaded with the EXACT same filename as the original file. This will allow our software to automatically overlay the sheets and record new changes.**

✓ **NO MULTIPAGE DRAWINGS ALLOWED**

Drawings must be uploaded as individual sheets. Please upload each and every sheet of a plan as its own PDF. Regular documents such as truss packets, product approval details, and product data submittals CAN be multipage.

✓ **UPLOAD DRAWINGS IN THE CORRECT ORIENTATION**

Please ensure that ALL files are uploaded in the correct orientation. This usually means drawings are in landscape mode, and documents are in portrait mode. Remember to rotate or change the file name of a drawing BEFORE digitally signing it.

*If you have questions about the above criteria please contact our customer service line for more info:*

*Osceola County - Web Uploads - 407-742-0200*