



Permit Application Submittal Procedures

Application Submission

All permit applications must be submitted through the [CommunityConnect Portal](#).

Alternatively, applicants may provide either:

- An electronic link (via email), or
- A USB drive containing all required documents, submitted in person at Village Hall.

Payment of Permit Fees

Permit fees may be paid directly through the [CommunityCore Portal](#) using a credit card.

In-person payments at Village Hall will continue to be accepted by credit card, check, money order, or cash.

Plan Review Timeframes

The standard plan review timeframe is five (5) business days. Expedited reviews are available for specific trades at an additional cost.

To select this service, choose “Rush” as the *Service Level* when completing the Job Information section of your application.

The rush service applies only to the plan review process; it does not expedite application intake or final permit processing.

Plan Formatting & E-Submittal Requirements

- Submit one PDF per trade, each containing valid digital signatures.
- Submit all supporting documents (e.g., calculations, NOA, or other required materials) as separate PDFs, one file per booklet.



Please leave the upper-right corner of each plan sheet blank to allow space for the Village's official stamp.

Required blank area by sheet size:

- 8.5" x 11" plan requires 2" x 2" blank area
- 11" x 17" plan requires 3" x 3" blank area
- 24" x 36" plan requires 4.5" x 4.5" blank area
- 30" x 42" plan requires 4.5" x 4.5" blank area
- 36" x 48" plan requires 4.5" x 4.5" blank area

Digital Signature Requirements

In Florida, engineering and architectural plans submitted electronically must be digitally signed and sealed by the responsible professional (engineer or architect). This digital signature must be unique to the individual, capable of verification, and linked to the document in a way that any alteration invalidates the signature and document. Furthermore, the digital signature must be obtained from a third-party certification authority, and not a self-authenticated method like those in Adobe Acrobat.

For more information, please visit <https://fbpe.org/legal/signing-and-sealing-engineering-documents/>.

Accepted Certification Authorities:

- [IdenTrust](#)
- [GlobalSign](#)
- [DigiCert](#)
- [Entrust Datacard](#)



Responding to Reviewer Comments

If the reviewer issues comments during plan review, applicants must provide written responses to each comment as follows:

- Prepare a separate written response document addressing each reviewer comment.
- Upload this document along with the corrected plans.
- Generic or incomplete responses will not be accepted. Plans without written responses will not be re-reviewed.

Response Guidelines:

- For plan-related comments, reference the drawing number and specific plan, section, or detail where the correction was made.
- For calculation-related comments, reference the page number where the change or clarification appears.
- When submitting corrections for a trade, upload the entire revised plan set, even if only one sheet has been modified.
- Do not submit partial corrections during the review cycle. Wait until all reviewers have completed their comments before uploading revised documents to prevent delays in the review process.

Note: Incomplete, improperly formatted, or noncompliant submissions may delay processing or result in rejection of the application.