

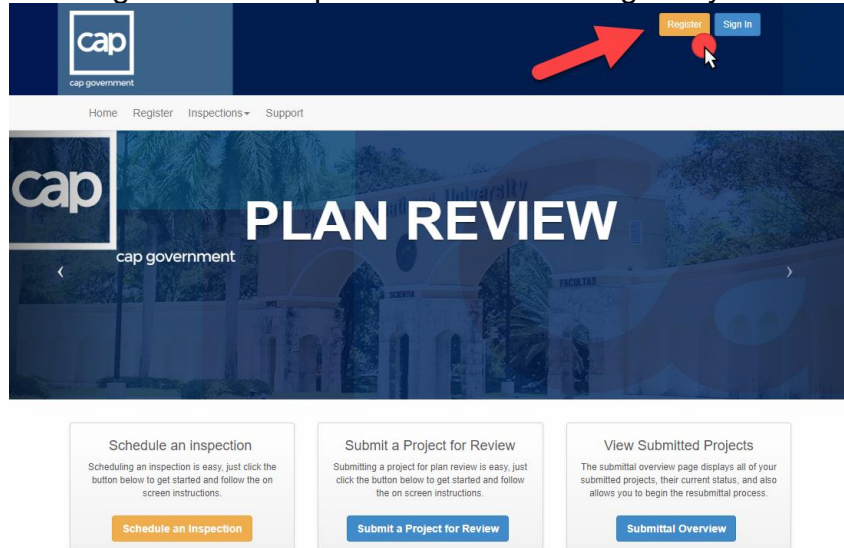


Electronic Plan Submission Instructional Procedures

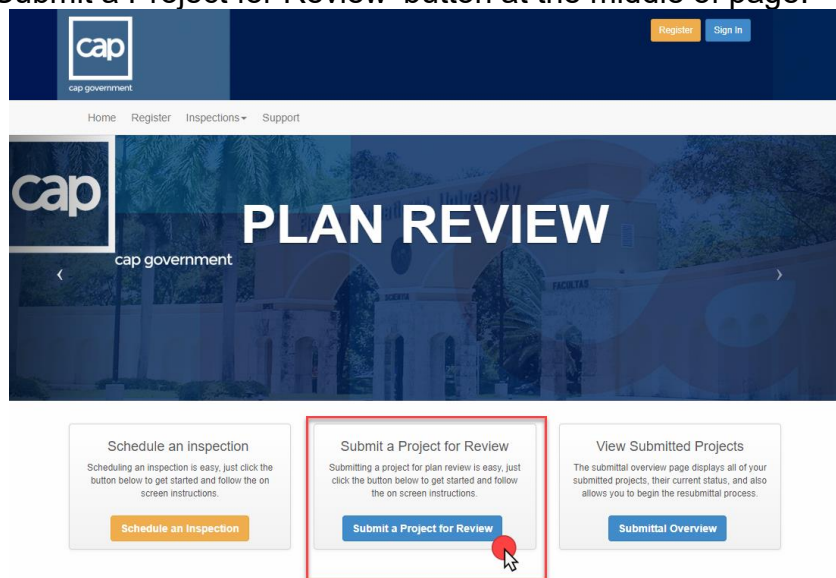
Updated: 08/26/2020

INSTRUCTIONS FOR ELECTRONIC PLAN SUBMISSION

1. Go to <https://cap.idtplans.com/secure/> and click on the **Register** icon as indicated by the red arrow using Microsoft Explorer or Microsoft Edge as your browser.



2. Enter required information for registration. Check “accept” and click ‘Submit’ button at bottom of page.
3. You should then get an e-mail with the subject line ‘CAP account activation’. Open up the e-mail and click on the provided link to activate your account.
4. Enter e-mail and password that was used for account registration as your sign in. Once you are logged in, you are now ready to submit your plans electronically.
5. Click on ‘Submit a Project for Review’ button at the middle of page.



6. Select ‘Miami-Dade’ from County pull-down menu at the middle of page.

7. Next select 'Village of El Portal' from Jurisdiction pull-down menu right below County.
8. Then 'Building Code Review' from Application Category pull-down menu right below Jurisdiction should have been automatically selected.
9. 'Express Review' from Application Type pull-down menu right below Application Category should have been automatically selected.
10. Fill-in Project or Subdivision Name right below Application Type. For example, ABC Condominium Association.
11. Then click on 'Save and Continue' button, which will bring you to the next screen entitled 'Express Review Checklist'.

The screenshot displays the 'Plan Review Submittal' interface. At the top left is the 'cap government' logo. The top right shows the user name 'Carmelo Pifano'. A navigation bar includes links for Home, Site, Plan Review, Inspections, Directory, and Support, along with a search icon. Below this is a progress bar for 'Plan Review Submittal' with three stages: 'Application' (marked with a green circle), 'Upload Files', and 'Confirm and Submit'. The 'Project Overview' section contains the following fields:

- County: Miami-Dade
- Jurisdiction: Village of El Portal
- Application Category: Building Code Review (with a 'Help me choose' link)
- Project or Subdivision Name: ABC Condominium Association

At the bottom of the form are two buttons: 'Save and Continue' (highlighted with a red circle and mouse cursor) and 'Help'.

12. Go through 'Express Review Checklist' and make sure that all boxes are checked off. Also, on the right side of each checklist item, there is an option to add comments. If comments are added, be sure to click 'Add comment' button to save and enter your comments. Then click 'Save and Continue' to move to the next screen.

The screenshot displays the 'Express Review Checklist' interface. At the top, the 'cap government' logo is visible on the left, and the user name 'Carmelo Pifano' is on the right. A navigation menu includes 'Home', 'Site', 'Plan Review', 'Inspections', 'Directory', and 'Support'. The main content area features a 'Plan Review Submittal' header and a progress bar with three stages: 'Application' (indicated by a green circle), 'Upload Files', and 'Confirm and Submit'. Below the progress bar, the 'Express Review Checklist' is presented with a 'Print Checklist' button. The checklist contains six items, all of which are checked. A red rectangular box highlights the first five items. Each item includes an 'Add a comment' button. The items are:

- Check All (By checking each box, you acknowledge that you have read and understand all possible requirements.)
- All plan sheets must be submitted in proper landscape orientation. [Add a comment](#)
- Plan sheets shall be titled clearly. [Add a comment](#)
- Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.) [Add a comment](#)
- Plan sets should start with a cover sheet that contains an index of drawings. [Add a comment](#)
- In each review cycle, the **applicant shall respond to each issue** generated by staff that remains open. Please give specific responses to the open issues, not generic responses such as "see plan" or "corrected". [Add a comment](#)
- Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision. [Add a comment](#)

At the bottom of the checklist, there are two buttons: 'Save and Continue' and 'Help'. A mouse cursor is pointing at the 'Save and Continue' button.

13. Next you will advance to the next screen 'Project Details'. Select '100% Construction Documents' from Phase Submittal pull-down menu starting at the middle of page. Type in building complex or sub-division name for 'Facility Name', which is the next line below Phase Submittal. For next line, leave 'Project Number' blank, which the building department will provide you with a permit application number. Select 'FBC2017' from Building Code pull-down menu, which is below Project Number. Then type in architect or engineer name for next line below Building Code. For next line below Architect or Engineer Name, select date on plans from the calendar pop-up for Plans Dated. Lastly for next line below Plans Dated, type in project description or work description in the text box provide (*be sure to be as detailed as possible to provide plan reviewers with full scope of work*).

The screenshot shows the 'Project Details' form within the 'Plan Review Submittal' section. The form includes the following fields and instructions:

- Phase Submittal:** 100% Construction Documents
- Facility Name:** Type in building complex or sub-division name
- Project Number:** Leave blank - the building department will provide you with a permit application number
- Building Code:** FBC2017
- Architect or Engineer Name:** Type in architect or engineer name
- Plans Dated:** Select Date
- Project Description:** Type in project description or work description in the text box provide (*be sure to be as detail as possible to provide plan reviewers with full scope of work*).

At the bottom of the form, there are two buttons: 'Save and Continue' and 'Help'.

14. If all information is correct under 'Confirm Your Application' check box at bottom of screen then click 'Confirm' button.

cap government

Carmelo Pifano

Home Site Plan Review Inspections Directory Support

Plan Review Submittal

Application Upload Files Confirm and Submit

Confirm Your Application

Print

Please review your application below for accuracy and use the edit button to make corrections if necessary.

	Miami-Dade (Corporate) Office 343 Almeria Avenue Coral Gables, FL 33134 Phone: 305.448.1711	Broward Office 100 SE 12th Street Fort Lauderdale, FL 33316 Phone: 954.888.9882	Palm Beach Office 1910 North Florida Mango Road West Palm Beach, FL 33409 Phone: 561.508.0615
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Project Overview #427006

Project Title: ABC Condominium Association	Jurisdiction: Village of El Portal
Application Type: Express Review	State: FL
Workflow: Express Workflow	County: Miami-Dade

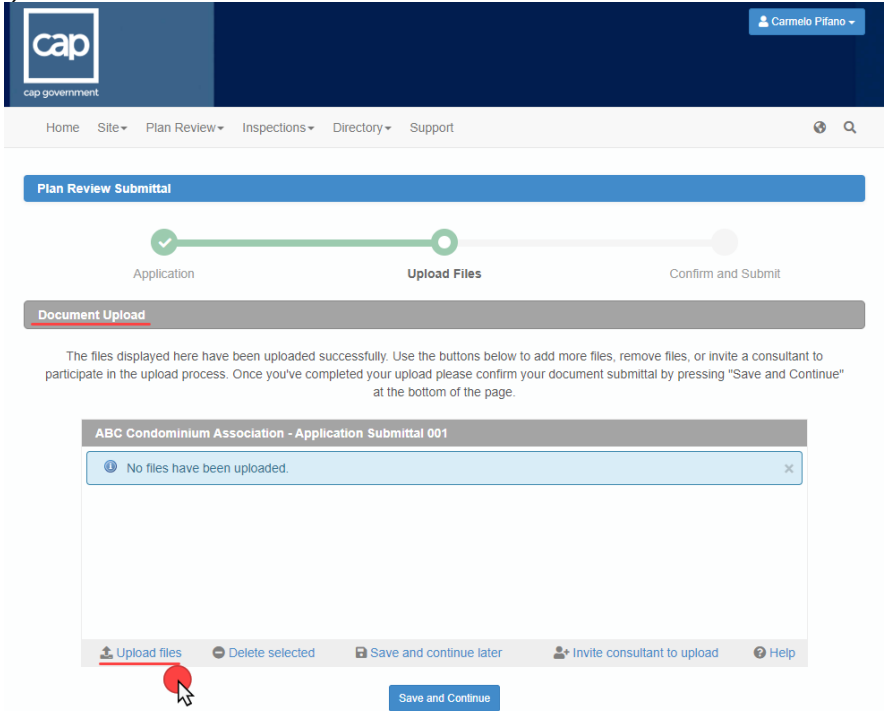
Project Details

Phase Submittal: 100% Construction Documents	Facility Name:
Project Number:	Building Code: FBC2017
Architect or Engineer Name:	Plans Dated:
Project Description:	

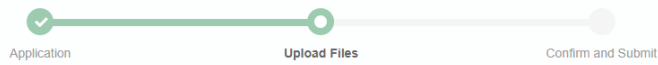
I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.

Confirm Edit

15. For the next screen 'Document Upload' click on 'Upload files' towards bottom of screen. It will then take you to a 'Select files' pop-up box where you can click on 'Add Files' to upload all submittal documents for review. Be sure to include completed Building Permit Application, Proof of Ownership, Executed Contract, Condo/Homeowners Association Approval Letter (if applicable), any applicable affidavits, a completed contractor registration packet (if needed), and complete 100% construction documents to be reviewed. Any missing documents will result in rejection of electronic plan submission. After files are added, click on 'Start Upload' button on the same 'Select files' pop-up box and allow system to process upload. Keep in mind only PDF documents can be accepted. Afterwards, it will take back to 'Document Upload' screen where you can upload more files, delete files, save and continue later and invite consultant to upload *(these options are on the bottom of screen).*



Plan Review Submittal



Document Upload

This page will allow you to upload your project documents. Use the button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (pdf).

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
PDF Only		
Drag files here.		

0 b 0%

[Back](#) [Help](#)

Submittal Guidelines

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

Standardized Drawing File Naming Convention Example

001. C-1 - Cover Sheet
002. A-1 - Floor Plan
003. S-101 - Foundation Plan

your drawing files should match the index of drawings typically found on the cover sheet.

Be sure to include completed Building Permit Application, Proof of Ownership, Executed Contract, Condo/Homeowners Association Approval Letter (if applicable), any applicable affidavits, a completed contractor registration packet (if needed), and complete 100% construction documents to be reviewed. Any missing documents will result in rejection of electronic plan submission.

Plan Review Submittal



Document Upload

This page will allow you to upload your project documents. Use the button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (pdf).

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
011 A1.1 - SITE PLAN.pdf	2 mb	0%
013 A2.2 - FLOOR PLAN.pdf	211 kb	0%
088 P2.5 PLUMBING DETAILS.pdf	129 kb	0%

2.3 mb 0%

[Back](#) [Help](#)

Submittal Guidelines

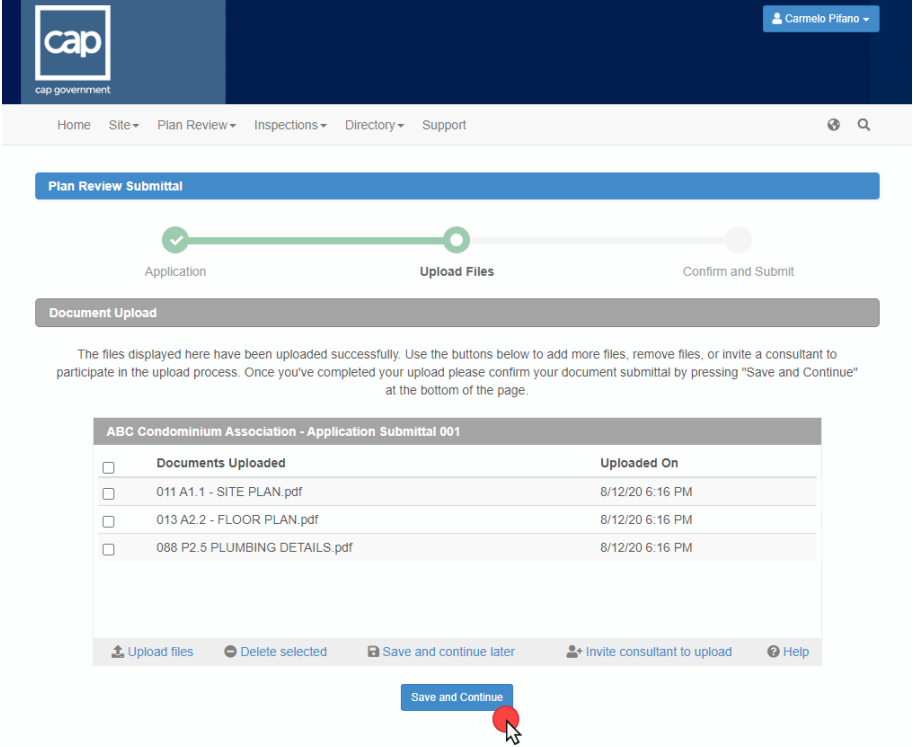
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Standardized Drawing File Naming Convention Example

001. C-1 - Cover Sheet
002. A-1 - Floor Plan
003. S-101 - Foundation Plan

your drawing files should match the index of drawings typically found on the cover sheet.

16. If step 15 is completed, then click 'Save and Continue' button to move to next screen.



17. Finally, click 'Confirm and Submit for Review' button, which will be followed by a pop-up box at the top of your screen. Click 'Confirm' button. Congratulations you have submitted your project. Please remember to check your email that you registered with for any updates regarding your submission. Follow button prompts at the middle of screen to 'Return to the Submittal Overview', 'Submit Another Project' and 'View the Project'.

