

Dear Contractor,

The Energov system used by the City of Melbourne Code Compliance Division has been operational for approximately five months. We thank you for helping to identify issues during the implementation of this program. As a result of your feedback, adjustments were made to improve the program and ultimately the services we provide to our customers. During the implementation of Energov, the Building Department has accepted almost all documents uploaded from the CSS Portal. It is now necessary to refine these documents to provide a more efficient plan review resulting in a quicker response time.

Effective January 12, 2021, all uploaded documents (plans, new surveys, design documents, engineer letters, revision plans/letters, inspection letters, third party inspections/plan review, etc.) must be digitally signed, sealed, and uploaded in a manageable format. Currently, this process is loosely in place. On the 12th, this will be a requirement. Failure to properly submit will result in rejected submittals.

Commercial Plans for each trade must be individually uploaded in PDF format. For example, all plumbing drawings as one document, all structural drawings as one document, etc. Each revision submitted for review must include the complete set of drawings for each trade. An individual sheet will not be accepted.

NOA for each product must be uploaded separately. One style window is one PDF, one style of door is one PDF, each underlayment to be used is one PDF, each roof covering is one PDF, etc.

- Please ensure the PDF document is unlocked. If the document is locked, we cannot view or stamp the document and we will require resubmittal.
- Please name your files appropriately (“window NOA” instead of “ajshrywuiw83j4j.pdf” or “underlayment NOA” instead of “Fredsjob.pdf”). This will allow us to send documents to the proper person and will help ensure we see the documents and not require resubmittal. These files also need to be uploaded to the proper category (NOC, complete plans, NOA, etc.) that applies.
- When submitting required revisions, or answers to comments, during the initial review, use the RESUBMIT option (red and white) located on or at the PDF requiring attention. By clicking there you are replacing the specific document.
- For new revisions, or changes, not previously reviewed, use the same red and white symbol at the bottom left of your permit dashboard.
- It is recommended to print the approved permit documents and have them onsite. In the unforeseen event the system becomes unavailable, we will still be able to perform your inspections.

Please remember the inspection staff is conducting inspections based on the documents submitted and reviewed. If they are not able to see the information needed or see that the documents have been approved by the plans examiner, they cannot conduct the inspection.

Please use the Inspection Note box for the following examples; access code to completely vacant structures, ladder location, etc. Notes regarding call requests, specified times or appointments, or additional inspection directives will not be acknowledged.

The provided Document Submittal Guide lists permit types and associated documents required for a complete application. If the necessary documents are not uploaded, the plan review will not start, and the application will be rejected.

We appreciate your assistance and patience as we move forward in establishing requirements for document submission into the Energov system. Please let us know if you have any ideas or suggestions that may further improve the program.

Sincerely,

Steve Innes, Building Official

DOCUMENT SUBMITTAL GUIDE

NEW CONSTRUCTION (RESIDENTIAL OR COMMERCIAL)

- 1 PDF PER PLAN*
 - ARCHITECTURAL
 - STRUCTURAL
 - MECHANICAL
 - ELECTRICAL
 - PLUMBING
 - FUEL GAS
- 1 PDF SURVEYS*
- 1 PDF TRUSS PACKAGE
- 1 PDF ENERGY CALCS
- 1 PDF PER PRODUCT (Florida Product or NOA and Installation Instructions)
 - DOORS
 - WINDOWS
 - SHUTTERS
 - SIDING
 - LOUVERS
 - SKYLIGHTS
 - ROOFING
- 1 PDF THRESHOLD INSPECTIONS * (If applicable, upload when available)
- 1 PDF ENGINEERED LETTERS * (If applicable, upload when available)
- 1 PDF COMPACTION TEST RESULTS (If applicable, upload when available)
- 1 PDF CONCRETE TEST RESULTS (If applicable, upload when available)

POOL

- 1 PDF EQUIPMENT
- 1 PDF ALARM BARRIER
- 1 PDF SURVEY
- 1 PDF DRAWINGS/PLAN *

ROOF

- 1 PDF UNDERLAYMENT
- 1 PDF ROOF COVERING
- 1 PDF ACCESSORIES

TRADES (MECHANICAL, PLUMBING, ELECTRICAL, GAS)

- 1 PDF SKETCH/DRAWING SHOWING SCOPE OF WORK

ALTERATIONS (DOORS, WINDOWS, SHUTTERS, ETC)

- 1 PDF MIAMI DADE NOA OR FLORIDA PRODUCT APPROVAL PER PRODUCT
- 1 PDF SKETCH SHOWING LOCATION OF REPLACEMENT PRODUCT INSTALL

FLATWORK & FENCE

1 PDF SURVEY WITH SKETCHED IMPROVEMENT

SIGNS

1 PDF PLAN INCLUDING SIGN DIMENSIONS, SIGN COPY (WORDS, SYMBOLS OR EMBLEMS ON THE SIGN SURFACE) ENGINEERED CONNECTION DETAILS OR ATTACHMENT METHODS, FOOTING DETAILS AND TENANT FRONTAGE DIMENSIONS (FOR WALL SIGNS) *

1 PDF SURVEY TO SCALE

1 PDF HARB APPROVAL (REQUIRED FOR COMMUNITY DEVELOPMENT AREAS) (If applicable, download when available)

PARKING LOT

1 PDF SITE PLAN OF EXISTING CONDITIONS

1 PDF SITE PLAN SHOWING PROPOSED WORK INCLUDING ACCESSIBILITY UPGRADES

INTERIOR RENOVATIONS (RESIDENTIAL)

1 PDF SKETCH SHOWING SCOPE OF WORK INCLUDING TRADES IF APPLICABLE

1 PDF NOAS (Per Product, If applicable)

INTERIOR RENOVATIONS (COMMERCIAL)

1 PDF PLAN SHOWING SCOPE OF WORK

1 PDF PER TRADE

1 PDF NOAS (Per Product, If applicable)

DEMOLITION

1 PDF SURVEY

GENERATOR

1 PDF SURVEY

1 PDF FUEL GAS

1 PDF EQUIPMENT SPECS

1 PDF ELECTRICAL DESIGN

POOL RESURFACE

1 PDF SCOPE OF WORK

PHOTOVOLTAIC

1 PDF PLAN INCLUDING PANEL LAYOUT AND LOCATION *

1 PDF ELECTRICAL DESIGN

1 PDF STRUCTURAL PLANS (STRUCTURAL ROOF PLAN SHOWING COMPONENT AND CLADDING PRESSURE ZONES, UPLIFT PRESSURE IN PSF PER ZONE, ROOF LOADS IN PSF AND MODULE ARRANGEMENT) *

1 PDF EQUIPMENT SPECS

SCREEN ROOM

1 PDF PLAN *

1 PDF SURVEY

FIRE

1 PDF PLAN

1 PDF SPECS

*** SIGNED AND SEALED WITH A VERIFIABLE DIGITAL SIGNATURE**

Attached are some examples of the required PDF documents.

Again, thank you for all of your help in getting our new Energov system implemented and functioning, and for your continued support in making it better. Please let us know if you have and ideas or suggestions for continued improvement.