

**DEPARTMENT OF BUILDINGS
ELECTRONIC SUBMISSION GUIDELINES
AND REQUIREMENTS**

In our continuing effort to improve the building permitting process, the Building Department is offering the option of electronic submission of building plans for review.

Any questions regarding the permit process can be answered from 8:30 am – 4:30 pm, Monday to Friday by contacting the Building Department at 516.326.6319 or FPBuildings@FPVillage.org
The Building Department is located at 1 Pool and Garage Road, Floral Park, NY

Digital Submission Requirements:

- The permit application and required forms and fee shall be submitted in person to the Building Department and include the attached electronic submission cover page.
- Once the application paperwork is accepted a tracking number will be assigned to the applicant. All electronic submissions must contain the tracking number in the subject line. All construction plans, project manuals and energy calculations shall be submitted electronically in pdf format and emailed to DOB@FPVillage.org.
- All sheets shall be properly oriented so that the top of the page is always at the top of the monitor and the pages must be set to landscape.
- The cover sheet for the construction plans shall be indexed to correspond with the order of all pages submitted. This index should use the same names, page numbers and order of the actual paper plans.
- All architectural, structural, mechanical, electrical, and plumbing plans shall be in one file so that the plans examiner may scroll through the file and have the ability to view all pages without opening another file. The security options selected by the design professional shall allow the plans examiners to markup digital documents, create notes, and to apply digital signatures. The digital documents must be un-locked.
- It is necessary for all re-submittals to be in the same format as the original submission. Revisions to the construction plans must be indicated by clouding and deltas, with a narrative in the title box. A written response from the design professional/contractor addressing the plans examiners' comments, item by item, is required to accompany all re-submittals.
- Upon successful completion of the plan review process, the plans examiner will "stamp" the file electronically and apply digital approval signature. This will create an image on each sheet of the plans that indicates the plans have been reviewed for compliance. These plans will be saved as read-only and set to print with the stamp. Approved plans will be returned to the design professional, who will then print three (3) sets of the approved stamped plans, collated, stapled and folded. The applicant will be required to bring the approved construction plans and documents to the Building Department at the time the permit is to be issued.

(See Cover Page on Reverse Side)



DEPARTMENT OF BUILDINGS

ELECTRONIC SUBMISSION

TRACKING NUMBER:

ELECTRONIC SUBMISSION COVER PAGE

INCLUDE THIS COVER PAGE WITH THE PERMIT APPLICATION TO INDICATE CONSTRUCTION DOCUMENTS WILL BE EMAILED TO DOB@FPVILLAGE.ORG FOR ELECTRONIC REVIEW

SUBMISSION DATE: _____

PROPERTY ADDRESS: _____

SECTION: _____ BLOCK: _____ LOT(S): _____

DESIGN PROFESSIONAL: _____

EMAIL ADDRESS FOR CORRESPONDENCE: _____