

Guidelines for uploading documents in the Plans Tracking, New Application and Rework application

Submit **New** Permit Application and Plans or Corrections to Existing Permit Applications (**Rework**)

The **Plans Tracking** application was modified to **add** a new section for submitting new permit applications and plans or corrections to existing permit applications (Rework). Use the application to submit the following:

- New permit applications for building, roofing, electrical, mechanical or plumbing work that require the submittal of plans (initial submittals)
- Applications and plans for Zoning Improvement Permits (ZIPS)
- Applications to revise an existing permit including plan revisions and permit reissuance
- Submit corrections to existing permit applications and plans described above (reworks)
- For residential roofing permits, storm panels or accordion shutters, we recommend you use [e-permitting](#).

To access the application use these link <https://www.miamidade.gov/Apps/RER/EPSPortal>.

MIAMI-DADE County **STG**

Tracking Applications & Plans

This application provides customers with information about the progress of their building permit. Please have the following information with you to continue:

- A Tracking or Application number.

Getting ready to submit

Please, review these instructions and guidelines before completing the Permit Application Submission form. If you have questions or encounter problems using this new feature, send an email to [\(RER\) Permit Application Submissions \(rer-pas@miamidade.gov\)](mailto:rer-pas@miamidade.gov).

General Instructions and Guidelines

All Forms/Applications/Checklists/Guidelines are available [here](#).

1. **For a new submittal of permit application(s) and plans please have the following ready:**
 - a. Permit application(s) with required signatures and notarization
 - b. [Contact sheet](#)
 - c. Fee sheet if required
 - d. Other required documents such as fence addendum, pool barrier form, etc.
2. **Plans and supporting documentation meeting established Concurrent Review Guidelines**
 - a. All drawings and supporting documents in the plan package must be in PDF format.
 - b. PDF files shall have only one layer (flattened) without any embedded objects.
 - c. PDF files shall not be encrypted, or password protected.
 - d. Documents should be scanned at no greater than 300 dpi.
3. **File naming and size limit**
 - a. The file name shall not contain:
 - i. Any leading or trailing spaces.
 - ii. Special characters such as: parenthesis “()”; double periods “..”; question marks “?”; etc.
 - b. The discipline is the primary method of classification for file names. Each file shall contain the discipline code as the first letter of the file name, followed by a user-definable numerical field that closely corresponds to the sheet sequence number.
 - i. For example, **A-101**
 - c. For reworks the corrected files should be named the same as the original with the date of the rework. Only submit the sheets requiring corrections (do not resubmit the entire plan set.)
 - i. For example, **A-101-3-26-2020**
 - d. The total upload for the plan set should not exceed **250 MB**
 - e. Plan must be submitted as **one PDF** per plan sheet
 - f. Calculations, NOAs, Application and Supporting Documents can be submitted as multiple page PDFs
 - i. Calculations shall be grouped in one PDF, with pages numbered and scanned in consecutive order with cover page as first page.
 - ii. All pages belonging to one NOA or one Florida approval shall be grouped in one PDF, cover pages and installation details pages together in one PDF, no isolated pages shall be submitted. Prepare one PDF for each NOA or Florida Approval.
 - iii. Other supporting documents can be submitted in multiple pages as PDFs.
4. **Uploads specifications**
 - a. Upload only one set of plans per submission. One set of plans can be associated with a single application or multiple applications.

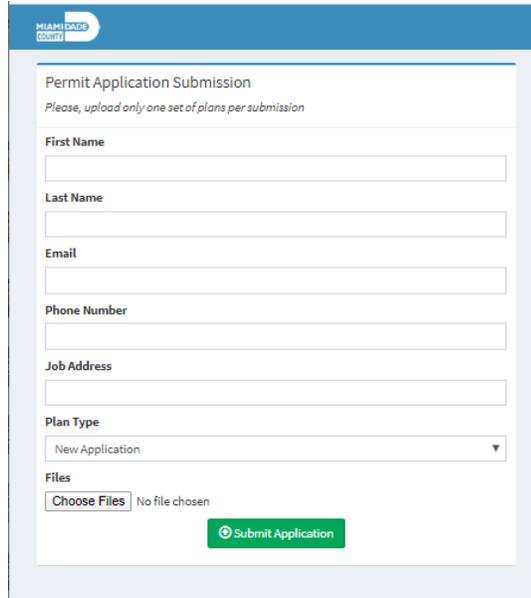
Important Notice: Temporary Amendment to Digital Signature Requirement

The department strongly encourages that design professionals submit digitally signed and sealed plans in compliance with the guidelines [Digitally Signed and Sealed Documents](#).

- During the COVID-19 emergency period, design professionals that do not possess a Digital Signature will be allowed, for a limited time and until further notice, to scan and upload their paper signed and sealed documents with the [Affidavit authorizing Submittal of scanned plans](#).

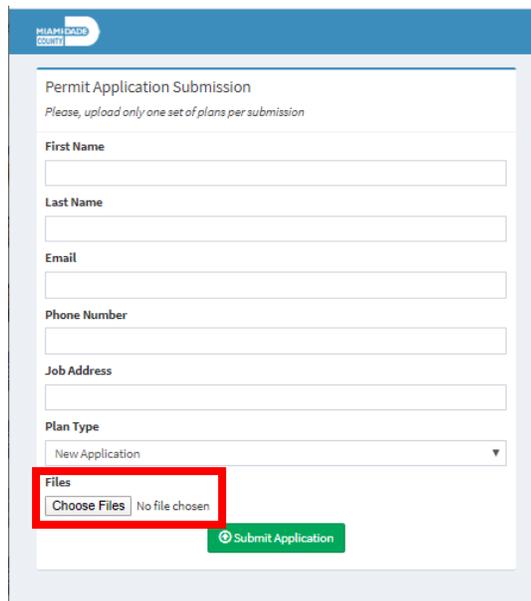
Application Submission Form and Uploading Documents

1. Complete the application submission form. Please ensure that a valid **phone number** and **email address** are provided. A Permit Occupancy Representative will contact you to provide your process number or to clarify your submittal.



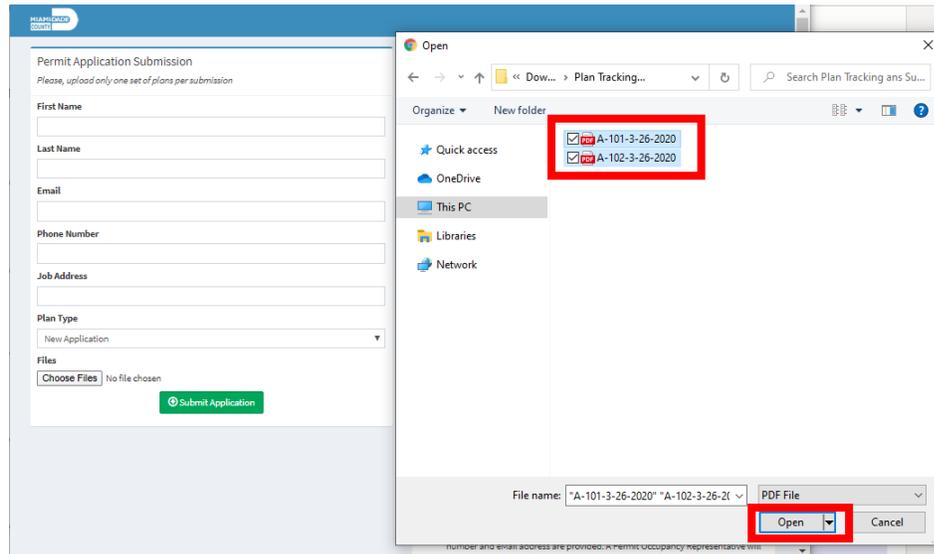
The screenshot shows the 'Permit Application Submission' form. At the top left is the Miami-Dade County logo. The form title is 'Permit Application Submission' with a sub-note: 'Please, upload only one set of plans per submission'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Phone Number', 'Job Address', and 'Plan Type' (a dropdown menu currently set to 'New Application'). Below these is a 'Files' section with a 'Choose Files' button and the text 'No file chosen'. At the bottom right of the form is a green 'Submit Application' button.

2. Choose files for upload.

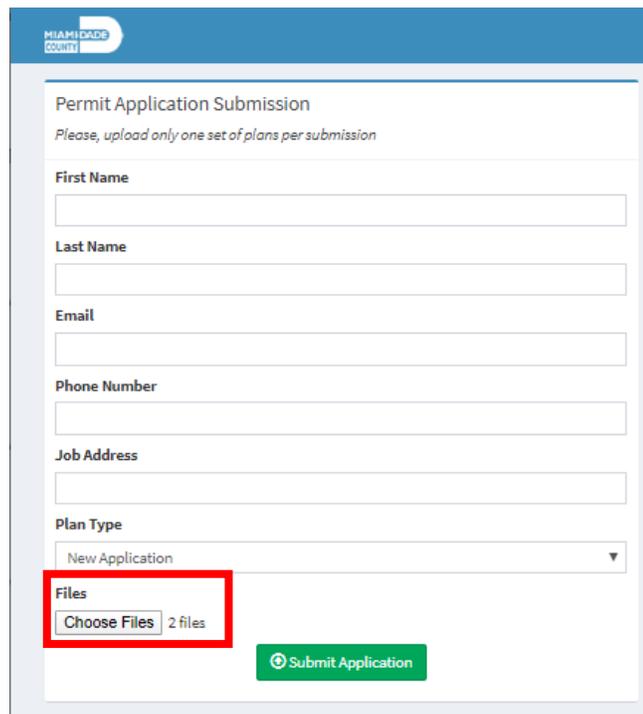


This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Choose Files' button and the text 'No file chosen' in the 'Files' section.

3. Ensure you have selected all the files you intend to load in this permit application. To select multiple files that are not grouped together, hold the **Ctrl** key while clicking each of the files you want to select. Select **Open**, to attach the files.



Confirm that all the files were attached. →



4. Select the Submit button and wait for the upload to be completed. (Note: the speed of the upload depends on your internet connection, network traffic, and file size.)

MIAMI DADE COUNTY

Permit Application Submission

Please, upload only one set of plans per submission

First Name

Last Name

Email

Phone Number

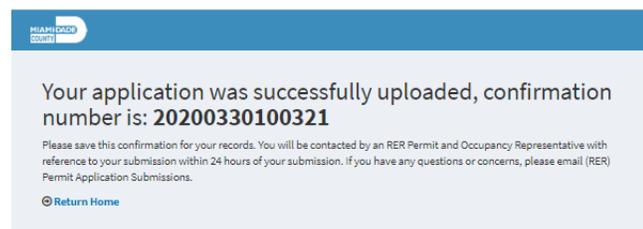
Job Address

Plan Type
New Application

Files
Choose Files 2 files

[Submit Application](#)

5. Once the application is submitted, you will receive a **confirmation number** along with an email confirmation.



Permit application submitted 20200328110635

 Enterprise Permitting System. <no-reply@miamidade.gov>
To (RER) GoldKey Team



Sat 3/28

ORIGINAL TO: test@test.com
ORIGINAL CC:
ORIGINAL BCC:

Your application was successfully uploaded, confirmation number is 20200328110635. Please save this email confirmation for your records. You will be contacted by an RER Permit and Occupancy Representative with reference to your submission within 24 hours of your submission. If you have any questions or concerns, please email (RER) Permit Application Submissions.

6. A Permit Occupancy Representative will contact you to provide you with a process number or to discuss your submittal.
7. If you have any questions or concerns, please email [\(RER\) Permit Application Submissions \(rer-pas@miamidade.gov\)](mailto:(RER) Permit Application Submissions (rer-pas@miamidade.gov)).