



"A City for All Ages"

Temporary Process for Permit Submittals

In an effort to mitigate the spread of the Coronavirus, the Building Department will begin allowing for full submission of permits, electronically.

If you are already registered to conduct online permitting via our e-permitting portal, please continue to submit permits through the system. Do NOT utilize the below process.

If you have not yet registered and are eligible to do so, please contact the Contractor Licensing Division to see how you can register. Permits that are currently available online are listed on our website here - <https://www.cityofpsl.com/government/departments/building/permit-applications-checklists>

To submit applications via email, please read the below:

1. Permit submittals can be emailed to permitting@cityofpsl.com
2. All submissions must be PDF file.
3. All documents must be legible.
4. All documents must be scanned in a manner which retains aspect ratio allowing for electronic measurements using markup tools.
5. Photos of applications or supporting documents will NOT be accepted.
6. Documents that are signed and sealed by an engineer, should now be done electronically. Please contact your engineer of record to obtain this. If you have any questions regarding this, please contact tvalure@cityofpsl.com
7. Documents must be scanned together, **by document type**. For example – Plans will be 1 file, survey a separate file, energy calcs separate, permit application separate, etc. For one submittal, you may have 2-10 documents to upload.
8. Documents should be named appropriately. This is important for the complete process including the plan review. Below are our standard naming conventions for common document file types:

APPLICATION..... Building Permit Application

BLDRATRISK Builder-At-Risk (*If applicable*)

DESIGNAFF.....	Design Professional Affirmation (<i>If applicable</i>) Required on all express home permit submittals, allows for contractor to use plans for multiple submittals.
ENCODE	Energy Codes (Must be filled out and signed on the front page and display page)
ENG	Engineering Approval (The red stamped copy must be submitted unless the permit request is a re-submittal)
IFEECRED	Impact Fee Credits (<i>If applicable</i>)
MANJ	Manual J
NOC	Recorded Notice of Commencement
PLANS	Signed and Sealed Plans (Product approval and wind load form must be superimposed onto the plans)
PROPAFF	Property Owner Affidavit (Property owner(s) giving permission for contractor to build)
SURV	Plot Plan Surveys (Includes the house location)
TRUSSCUT	Truss Cut Sheets (All signed and sealed truss engineering cut sheets)
TRUSSLYT	Truss Layout
TRUSSPKG	Truss Package (All miscellaneous truss paperwork not including truss cut sheets or truss layout)
UTILR	Utility Receipt (Must be turned in before the permit can be issued)

9. For rework or revision submittals, please utilize the above naming conventions and add REV in front of it. Example – REV-PLANS
10. When permit is accepted, staff will contact the applicant to obtain payment. Payment can be made by credit card or check. Checks must be dropped off in a secure envelope in the free-standing drop-box located in front of Building B. Permit will not be considered accepted until permit package is complete, and payment has been made.
11. Once the permit is ready. Staff will email back the permit package for you to print and retain on the jobsite.
12. Building plans must be printed in standard 24"x36" for job sites. Supporting documents can be 8 ½" x 11". Permit cards must be printed on heavy cardstock and protected from weather. All documents must be posted on the jobsite in order to obtain inspections.

The above is subject to change. Keep in mind, this is a temporary fix, put together quickly to allow the continuation of work. The Building Department wants to stress that we are here to work with you on achieving the common goal of plans submittal and compliance. To do that we need you all to work with us as well. We will strive to continue to provide a high level of customer service and meet service goals during this time.

If you should have any questions or suggestions, please contact permitting@cityofpsl.com or contact us at 772-871-5132.