

## Electronic Plan Submission Instructional Procedures

## INSTRUCTIONS FOR ELECTRONIC PLAN SUBMISSION

1. Go to <u>https://cap.idtplans.com/secure/</u> and click on the <u>Register</u> 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 'North Bay Village' 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'.

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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.

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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).

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



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. <u>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 files (these options are on the bottom of screen).</u>

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

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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'.

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