



Guidelines for
Submitting Building
Permit-Related
Applications & Plans
on the Submittal Portal

Submit **New** Permit Application & 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 (also known as a “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.

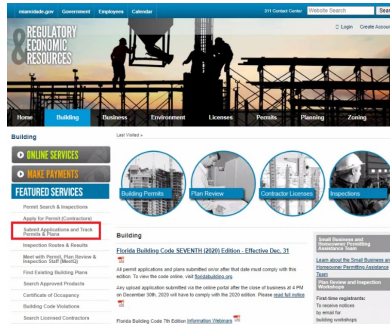
To access the application, use the link below:

<https://www.miamidade.gov/Apps/RER/EPSPortal/PlanReview/PicUpload/Landing>.

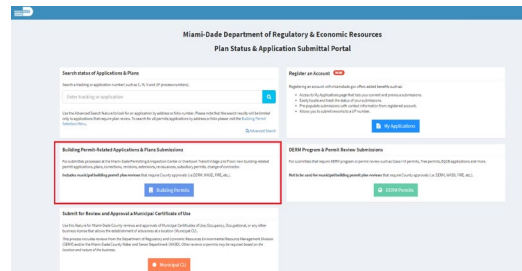
The screenshot shows the Miami-Dade County website interface for submitting permit applications. The header includes the Miami-Dade County logo and a 'Sign in' link. The main heading is 'Submit Building-related **New** Permit Applications, Plans, Corrections, Revisions, etc. for Miami-Dade Permitting & Inspection Center or Overtown Transit Village 2nd Floor.' Below this, there are sections for 'Use the link below to submit the following:', 'Temporary Amendment to Digital Signature Requirement:', 'Getting ready to submit:', and a radio button selection for 'Submit New, Revised or Rework Application to C, M, or N Number'. There is also a section for 'Submit Rework for Existing Applications' with its own instructions and a radio button selection for 'Submit for Rework'.

To access the Submissions Portal from the Miami-Dade Building Website

1. Under Building Tab Menu on the left, locate “Featured Services”.
2. Select “Submit Applications and Track Permits & Plans”.



3. Select the “Building Permits” button under ‘Building Permit-Related Application & Submissions’ section.



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). Please note scanned copies of hard copy signed and sealed plans will no longer be accepted.

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.

Application Submission Form and Uploading Documents

1. Complete the application submission form. Please ensure that a valid phone number and email address is provided. Select the appropriate plan type from the “Plan Type” drop-down:
 - a. For *New* applications, sub-permits or re-inspection fees, select “New Application”.
 - b. For *Reworks* (corrections) to current process numbers, select “[Rework to C, M N or UP number.](#)” Please note that if you are a [registered user](#), you may rework directly to a UP or other process number from your account dashboard.
 - c. For a *Revision* to an existing permit or shop drawings, select “Application for Revision/shop drawing”.
 - d. For *Permit Extensions*, select “Permit Extension”.
 - e. For a *Re-issue* of an expired permit, select “Permit Reissuance”.
 - f. For a *Change of Contractor* to a permit, select “Change of Contractor”.

Permit Application/Document Submission

Please, upload only one set of plans per submission. One set of plans can be associated with a single application or multiple applications.

First Name *

Last Name *

Email *

Phone *

Project Address (full address, intersection, or folio)

Plan Type

New Application

+ Add files... No files selected Clear

Document	Size	Status
<p>Submit Application</p> <p>Start Over</p>		

Application Submission Form and Uploading Documents

2. To add/upload documents, please click on the “Add files” button. Select all files to be uploaded from your device. If you need to delete all the files uploaded, press the “Clear” button.

MIAMI-DADE COUNTY

Permit Application/Document Submission

Please, upload only one set of plans per submission. One set of plans can be associated with a single application or multiple applications.

First Name *

Last Name *

Email *

Phone *

Project Address (full address, intersection, or folio)

Plan Type
New Application

+ Add files... No files selected **Clear**

Document	Size	Status
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Submit Application **Start Over**

Application Submission Form and Uploading Documents

- Please ensure you have selected all the files you intend to upload into the submission. To select multiple files that are not grouped together, hold the CTRL key on your keyboard while clicking each of the files you want to select. Select the “Open” button to attach the files. *The status of each document will reflect “Successfully Imported” once the application is submitted.*

MIAMI-DADE COUNTY

Permit Application/Document Submission

Please, upload only one set of plans per submission. One set of plans can be associated with a single application or multiple applications.

First Name *

Last Name *

Email *

Phone *

Project Address (full address, intersection, or folio)

Plan Type

New Application

+ Add files... 2 files (1.55 MB) Clear

Document	Size	Status	
requested-reviews.pdf	1.38 MB	Pending Upload	✖
building-permit.pdf	170.73 KB	Pending Upload	✖

Submit Application Start Over

Application Submission Form and Uploading Documents

- Select the “Submit Application” 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.)*

- Once the application is submitted, you will receive a confirmation number (UP #) along with an email confirmation

Your application was successfully uploaded, confirmation number is: **UP21032202**

Please save this confirmation for your records. You will be contacted by an RER Permit and Occupancy Representative with reference to your submission within 24 hours. If you have any questions or concerns, please email [\(RER\) Permit Application Submissions](#).

[New request](#) [Return Home](#)

Permit application submitted UP21032202

EP Enterprise Permitting System <no-reply@miamidade.gov>
To: Ardiles, Angie (RER)

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Fri 12/18/2020 8:56 AM

Your application was successfully uploaded, confirmation number is UP21032202. 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](#).

Application Submission Form and Uploading Documents

6. The submittal will be reviewed by permitting intake staff and upon completion an email will be sent to the email address provided on the upload record. Once the submittal of the application is approved by intake staff, a building application process number beginning with a C, N, or M will be issued and an email will be sent. Please note that plans will not be reviewed until the required upfront fees are paid.

Your Plan Submission has been reviewed - Submission Tracking Number: UP21032202 12/18/2020 9:...

 Enterprise Permitting System <no-reply@miamidade.gov>
To: Ardiles, Angie (RER)

[Reply](#) [Reply All](#) [Forward](#) [...](#)

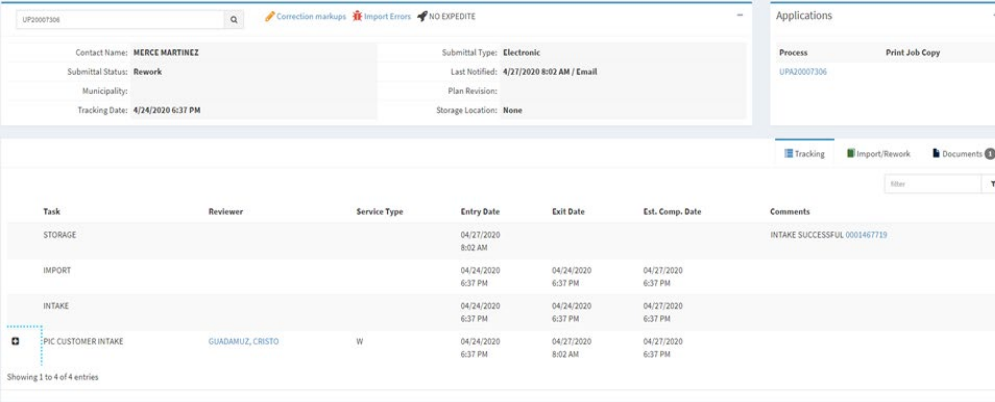
Fri 12/18/2020 9:06 AM


Please be advised that the plans you submitted to the Miami-Dade County Regulatory and Economic Resources Department have been reviewed by a Permit Representative. To obtain your plan application submission status including disapproval comments, click the submission tracking number link below, visit our website at <https://www.miamidade.gov/Apps/RER/EPSPortal> or call our automated voice response at (305) 591-7966.

Submission Tracking Number: [UP21032202](#)

Submission Process Number: UPA21032202

7. At any time, you may track and view the status of your upload or process number via the online [Submission Portal](#). If you are disapproved or wish to discuss the disposition of the upload submittal, from the 'Tracking' page you may click on staff's name to email them directly.



Task	Reviewer	Service Type	Entry Date	Exit Date	Est. Comp. Date	Comments
STORAGE			04/27/2020 8:02 AM			INTAKE SUCCESSFUL 0001467719
IMPORT			04/24/2020 6:37 PM	04/24/2020 6:37 PM	04/27/2020 6:37 PM	
INTAKE			04/24/2020 6:37 PM	04/24/2020 6:37 PM	04/27/2020 6:37 PM	
 PIC CUSTOMER INTAKE	GUADAMUJZ, CRISTO	W	04/24/2020 6:37 PM	04/27/2020 8:02 AM	04/27/2020 6:37 PM	

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