



City of Groveland **Building Services**

Electronic Document Requirements

Introduction:

The City of Groveland recently expanded the technology sector of the Building Department to include the Trakit permitting program. As part of this expansion, permits issued going forward must be submitted electronically. Please see the specifics of each form and format required below.

Building Plans:

Smaller buildings such as sheds, screen rooms and very small additions can be submitted in PDF format with printable range as low as 11x17. Plans must be electronically signed by the architect or engineer in accordance with Florida Statutes or the Florida Administrative Code. We want as few files as possible, so please submit one file if possible, but at the most, one file for each design professional.

Single Family Residential homes and small commercial buildings (less than 5,000 square feet) must be submitted in PDF format with printable range as low as 24x36. Plans must be electronically signed by the architect or engineer in accordance with Florida Statutes or the Florida Administrative Code. We want as few files as possible, so please submit one file if possible, but at the most, one file for each design professional.

Large commercial projects (larger than 5,000 square feet) must be submitted in PDF format with printable range of 36x48. Some exceptions to this requirement can be granted but must be approved prior to submittal and at the discretion of the Building Official. Plans must be electronically signed by the architect or engineer in accordance with Florida Statutes or the Florida Administrative Code. We want as few files as possible, so please submit one file if possible, but at the most, one file for each design professional.

Truss Drawings, energy calculations, details associated with engineer repair letters and similar can be submitted in PDF format on 8x11 printable range. However, the truss layout must be a minimum of 11x17 printable range.

AC layouts for residential structures must be in PDF format and on printable range no less than 11x17.

Security Settings:

PDF files must not be locked and must allow for the plan reviewer to add comments, place watermarks and other processing required to process the file.

Submitting Files:

Miscellaneous, Commercial, and Zoning clearance permits may be submitted in person or emailed to permitting@groveland-fl.gov.

All Single Family Residential home permits must be submitted through Dropbox. A link for Dropbox may be obtained by emailing a request to permitting@groveland-fl.gov.