



## HOW TO SUBMIT AN ELECTRONIC DOCUMENT

Acceptable electronic documents **MUST** be submitted in the following formats when applicable:

- All submittals must be in PDF format
- Applications are considered complete when signed, dated, and notarized
- All Plans must be digitally signed, dated, and sealed
  - Residential plans to be 11 x 17 inches or larger
  - Non-residential plans 24 x 36 inches

All documents must be legible and easily identified. When submitting documents, each should be properly identified and grouped according to type of document.

**Permit App** – applicable application to scope of work being applied

**Engineered Plans** – prepared and stamped by a professional civil engineer

**Architectural Plans** – descriptions of the architectural elements of a project

**Energy Calculation** – estimated energy requirement for scope of work

**HVAC Plans** – plans used for heating, ventilation, and air conditioning systems

**HOA Approval** – applicable for all home owner associations or similar deed restricted

**Manual D** – all duct layout

**Manual J** – protocol used to determine heat

**NOC** – Notice of Commencement; filed and recorded with **Lake County Clerk of Courts**

**Plans** – used when the entire plan set can be submitted as one file

**Plumbing Plans** – plans diagraming scope of work

**POA** -Power of Attorney

**Product Approval Sheet** – product sheet relating to all materials tested and certified

**Property Records Card** – property details illustrating measurable items by the **Lake County Property Appraiser**

**Signed Contract** – agreed upon estimate or contract for scope of work

**Site Plan** – survey or plot plan showing existing and proposed conditions for scope of work

**Specifications** – any documentation used to describe or identify the precise equipment for scope of work

**Structural Plans** – permittable, and accurate plans, schedules and specifications for scope of work

**Truss Drawings** – written, graphic or pictorial plans that describe the design and physical characteristics of the trusses

**Warranty Deed** – documentation providing proof of ownership of property