



LauderBuild Plan Room (LPR) Quick Start Guide

As of February 8, 2021, any new submissions must be either digital or paper; paper submissions will not be converted to digital or vice versa. All plan submissions done via LauderBuild, and any related submissions, MUST be digital. Neighbors wishing to submit physical documents may do so by visiting the Department of Sustainable Development offices. This guide outlines the requirements including file preparation, naming conventions and application instructions for submitting plans and other documents through the LauderBuild Plan Room (LPR) for the Department of Sustainable Development.

Following are the minimum requirements*in order to submit applications through [LauderBuild](https://aca3.accela.com/FTL) (<https://aca3.accela.com/FTL>).

- LauderBuild Citizen's Access Account
- Desktop Computer (application and document submission is not supported on mobile devices)
- Google Chrome Browser (please ensure all pop-up blockers are turned off)

NOTE: *Application and document submission is not supported on mobile devices and Chrome is the recommended browser. While submission might work outside of these parameters, any issues that might occur during submission will not be investigated if these requirements have not been met.

Prepare Plans & Supporting Documents

In order to avoid delays in processing, we recommended uploading all application documents (plans and supporting documents) at the time of application submittal. Do not combine any supporting documents; they must be uploaded separately. Once the application package has been submitted for review Neighbors will not be able to upload additional documents without permission from City staff. This prevents any confusion once the application review has started. Additional documents may be uploaded after the initial application intake review or if a request is made to add a missing document. There are a few required standards for best uploading performance and plan review results. Please follow these guidelines in your document design to ensure correct processing in the LauderBuild Plan Room.

Professional Digital Drawing and Document File Standards

These are the document standards that are required for best uploading performance. Please follow these guidelines in your document design to ensure correct processing in the LauderBuild Plan Room (LPR). Professional drawings, plans and other supporting documents must be submitted with the following file standards.



General Standards (Including Supporting Documents)

- All files must be submitted as PDF files
- Do not submit portfolio PDF files
- Do not use encrypted or password-protected files.
- All documents must have a minimum resolution of 300 DPI.
- Maximum file size is 200MB.
- All layers must be flattened (including seals, signatures, notations).
- Documents may be submitted as individual files or multiple-page PDF files and should be named accordingly.
- If submitting multiple (more than one) pages in a single PDF file, you must include a table of contents (TOC). Include sheet titles, page labels, page numbers, bookmarks within the TOC. (TIP: include "Create bookmarks" setting in AutoCAD when exporting/publishing to the PDF index page.)
- ***Do not combine supporting documents in the same PDF file with any plan sheets*** - plans and supporting documents must be uploaded as separate files.
- All items must be in the correct orientation so that the top of the page appears at the top of the computer screen when opened. Pages **MUST NOT** require rotation in order to be read.
- All submitted documents must have the required file name and numbering convention. Files that are not named correctly will be rejected. Illegal Windows File Name Characters are not allowed: / ? < > \ : * | " See [File Naming Convention Standards](#) for more details.
- When uploading files, make sure to select the CORRECT corresponding document category from the dropdown list to avoid validation issues or rejection.

Signed and Sealed Attachments (Plans and Surveys) Plans

- All plans must be "digitally signed and sealed" (refer to the [DSD Digital Signature Policy](#)).
- Plan sheets may be submitted as separate PDF files as long as each file is digitally signed and sealed.
- Documents must have a 6"w x 2"h horizontally orientated space (e.g., like a business card) reserved in the top left corner for the City's digital approval stamp.
- Ensure that sheet numbers are unique and consistent for each version of submitted plan sheets.
- No scanned drawings. If there is a instance where only a scanned image can be used, ensure the resolution is 300 DPI or higher. Documents must be legible on a computer screen and/or printed.
- Plans must be drawn to scale (e.g., 1/4" = 1', 1/8" = 1' or 1:10) according to application requirements.
- Plans must be sized no larger than 24" x 36".
- Any annotations in the PDF will be removed during the submission process.
- When submitting corrections/revisions, do not resubmit the entire plan set. Only upload the sheets containing changes from the previous submission. Make sure any page numbers are the same as the original sheet it is replacing.

AHRIs, NOA / Product Approval and Environmental Certificates

AHRIs, NOA / Product Approval and Environmental Certificates are typically encrypted when downloaded from certification sites such as ahrinet.org. As noted, encrypted files are **NOT ALLOWED** in the Plan Room. To avoid any potential issues, we would actually recommend to decrypt the document yourself prior to attempting to upload them. You can do a Google search for "online PDF decrypter" to find basic file decrypters.



Create Application and Pay Initial Fees

Before any documents can be added for digital plan review you must first submit the application, including payment of any applicable initial fees.

UDP

Urban Design and Planning (UDP) applications require that a pre-DRC meeting has been completed.

Building – Primary (Master Permit Record) vs. Secondary (Sub-Permit Record)

A primary permit will not be issued until all required secondary permits have been submitted.

If you need to create a secondary permit BEFORE primary permit issuance, please upload your application on the secondary and upload ALL of your plans (including) on the master permit.

If you need to create a secondary permit AFTER the master permit is issued, please upload your application on the secondary permit and upload your plans on the same secondary permit.

NOTE: The Job Cost for the secondary permits MUST be included on the secondary permit record.

LauderBuild Delegates

Please be aware of the following information regarding LauderBuild Delegates and how they relate to the LPR.

- LauderBuild Delegates **MUST** have a LauderBuild account.
- Delegates **CANNOT** access the Plan Room. Only Contacts with a LauderBuild account that are actually on the record can see the Plan Room. They would need to contact the Permitting Team to request to be added to the record.
- Delegates **CAN** access temporary records. So if a Neighbor wants someone else to pay the fees on a record they started that is in their account, they can make them a Delegate and they will see the TMP record in their own LauderBuild account. The Delegate **MUST** have a LauderBuild account.

Upload Plans/Documents

Once you have submitted your application, you can now attach your review documents. Upon successful submission and payment of your application you will see an **Upload Plans and Documents** button on the Receipt confirmation page. Click the button to go to the **LauderBuild Plan Room**. to complete the review package.

1. Enter a brief Review Package description.
2. Upload applicable files for the Review Cycle and define document types. Click **Upload and Validate**.
3. Once all files have been validated, click **Process Files**. This may take up to several minutes.
4. Review the identified sheet numbers and make any corrections, if necessary. Click **Continue**.
5. Click **Finish**.



View Record Processing LPR Status and Comments

Log in to your LauderBuild account, select **Citizen's Portal > My Records**, click on the link under the **Actions*** column next to your desired record. Or search for the record number in the **Global Search** (please ensure you enter the entire correct number, including any letters and dashes) and click the **Plan Room** tab. On the LPR **Summary** page you can see at-a-glance, if there are **Issues, Conditions** or **Notes** and then you can click on the respective tabs for more details.

***NOTE: Depending on the status there may be several different "Actions", but clicking the link will take you to the LPR.**

LPR From My Records

Permits									
Showing 1-20 of 200+ Download results Add to collection Add to cart									
<input type="checkbox"/>	Date	Record Number	Record Type	Status	Action	Project Name	Description	Address	Expiration Date
<input type="checkbox"/>	03/18/2021	PLB-COM-21040001	Plumbing Commercial Permit	Awaiting Client Reply	Upload Plans				04/12/2021
<input type="checkbox"/>	03/16/2021	BLD-SOL-21040012	Solar Permit	Awaiting Client Reply	Upload Plans	604 NE 8TH	ROOF MOUNTED PHOTOVOLTAIC SOLAR SYSTEM	FORT LAUDERDALE 33304, 8TH	04/12/2021
<input type="checkbox"/>	03/18/2021	BLD-SOL-21040014	Solar Permit	Awaiting Client Reply	Upload Plans	608 NE 8TH	INSTALLATION ROOF MOUNTED PHOTOVOLTAIC SOLAR SYSTEM	608 NE 8 AVE, FORT LAUDERDALE 33304, 8TH	04/12/2021

Click Action link to go to the LPR

LPR From Record Details Page

Record PLB-COM-21040001: [Add to cart](#)
[Add to collection](#)

Plumbing Commercial Permit

Record Status: Awaiting Client Reply
Expiration Date: 04/01/2021

Record Info ▾ **Plan Room ▾** Payments ▾

Work Location

Click the Plan Room tab from the Record Details page to go to the LPR



LPR Summary Page

Digital Plan Room
Record: PLB-COM-21040001

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Summary

Description of Work: PLUMBING FOR BLD-CALT-21030034

Current Status: **NOT APPROVED**

Address: 701 NW 5 AVE, FORT LAUDERDALE 33311

Review Disciplines:

Discipline	Status	Issues	Conditions	Notes
AIRPORT		0	0	0
ATP		0	0	0
BUILDING		0	0	0
BUSINESS TAX		0	0	0
CODE ENFORCEMENT		0	0	0
ELECTRICAL		0	0	0
ENGINEERING		0	0	0
FIRE		0	0	0
HISTORIC PRESERVATION		0	0	0
LANDSCAPE		0	0	0
MECHANICAL		0	0	0
PARK IMPACT		0	0	0
PLUMBING	Corrections Required	1	0	0
POLICE		0	0	0
ZONING		0	0	0

Total Number of Issues: 1

Issues In Progress With Applicant: 1

Issues In Progress With Agency:

Completed Issues:

Total Number of Conditions:

Total Number of Notes:

To view and address corrections, select the **Issues** tab in the LPR and click **Open** on any applicable Issues. Add any comments and save. Please view the [Reviewing Issues, Conditions and Notes](#) video tutorial on the LPR page for more details.