

Hendry County Building Department is now accepting Building Permit applications and issuing permits Electronically in conjunction with Hendry County's on line Permit, Code Enforcement and Project Tracking and payment program.

Digital Plan Submission Procedure

1. On Hendry County Website Download Appropriate Forms
2. Complete Permit Application Form
3. Sign; Notarize; Scan to a file
4. Complete all Required Documents Scan to file or attach electronic forms to Email
5. In the Body of your Email, List all of the Files You Have Attached to this Electronic Permit Application – This Way We'll Know if All Attachments Have Arrived
6. Email Application to plansubmission@hendryfla.net
7. If Necessary the Customer Replies to the Plan Reviewer Comments by Email
8. When Approved Customer may Pay Online Using Hendry County on line payment system, links can be found on Hendry County Website.
9. When Paid Customer may Pick up Approved Plans and Permit on CD at the Building Department or Approved Plans and Permit will be Emailed to you at your request.
10. Larger more complex applications are required to be submitted on CD in formats required.
11. If Approved Plans and Permit are in Electronic Format, Customer prints Permit Card and Approved Plans and Attachments and Posts on the Construction Site
12. Customers can online, view the Progress of Applications, Schedule Inspections and View results in Addition to Paying all fee's using the link on Hendry County's Website and linking to etrackit

Forms that can be downloaded from Hendry County website

Florida Lien Law Brochure
Notice of Commencement
All types of Permit Application Forms required

Once the Plans Review Staff has reviewed your submission, the comments will be emailed to the customer and placed in the Comments section in the Plans Review Tab in Hendry Counties on line Permit Tracking system under your Permit Number.

Remember:

You can still submit all documents *in person* at the Hendry County Building Department on *paper*, or supply everything to us on a CD.

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Digital Plan Submission Requirements

Customers Technology Requirements:

1. Computer and Scanner
2. Ability to read and Write ("burn") Compact Disc's
3. Email account
4. Adobe Acrobat Reader (7.0 or higher)
5. Ability to save documents in One or More of the following formats:
 - a) .pdf (Portable Document Format)
 - b) .jpg (Joint Photographic Group)
 - c) .msd (Microsoft Scanned Document)
 - d) .doc (Microsoft Word Document)

NOTE: A .pdf is required for all Building Plans submitted Electronically, supporting documents are any of the above.

Digital Document Requirements:

To ensure a successful submittal file should not be over 15 MB in size
Set your file print output to a max of 1000 dpi in order to compress file size.

Plans:

Scale:

1/8" = 1'0" Minimum at 11" X 17" page size

Approval Mark Space for Hendry County:

3" X 3" Blank Space in Top Left Corner of Building Plans

Encrypted Electronic Signature:

Per Appropriate Licensing Board Regulations (when required)

Energy Forms:

As required

Application:

Save and send in one of the formats: .pdf, .msd, .doc

Notice of Commencement (Optional)

Scan the recorded document in one of the following formats pdf, .msd, .doc

Site Plan:

Residential Drawn to Scale, show all improvements and drainage – Save and send in .pdf .

Commercial must follow Planning and Zoning Requirements, When Approved by Planning and Zoning Submit Approved plan same as Construction drawings without 3" X 3" Approval Box with security applied to allow only printing.