## **Online Plans Submittal Process** Yes No Are you registered for Access the Online Public Portal and the Online Public Log in to your Online Public Portal register for access using the link Portal? below. account using the link below. NOTE: Under "Registration Type," please ONLY select either "Architect" or "Engineer." This will ensure it is received by Plans Review. Locate the Plans Review section and select "Submit a New Plan Review" Select the appropriate "Submittal Type" • Fill out ALL required fields Upload required documents Within 36-48 hours a confirmation Submit! email will be sent. Using the link NOTE: Each document uploaded must provided in the email, reset your not surpass 25mb. password and login to the Online **Public Portal.** NOTE: If a confirmation email is not Any questions regarding the Online Plans Review process can be received within 48 hours, please directed to the Plans Review Staff Assistant, Tara Campos. contact Tara Campos. Tara.campos@myfloridacfo.com (850)413-3649

Log in to the Online Public Portal: https://www.citizenserve.com/120/CAPFor120?Action=ShowNewPlanPage1

Register for the Online Public Portal: <a href="https://www.citizenserve.com/120/CAPFor120?Action=ShowRegistrationPage">https://www.citizenserve.com/120/CAPFor120?Action=ShowRegistrationPage</a>