

# Leon County Department of Development Support & Environmental Management

## New Single Family Building Plans Submittal and Review Utilizing ProjectDox

Leon County is pleased to announce a new method of submitting and reviewing building permit applications called ProjectDox. ProjectDox is an electronic document review and management program currently being utilized by over 600 agencies across the nation, including Polk County and the cities of Kissimmee, Ocala, and Miami in Florida. Through ProjectDox, building plans and related documents can be submitted and reviewed electronically saving time and money for the citizens of Leon County. Initially, electronic submittal and review of building permit applications will be limited to new single family homes. However, expansion is planned to include the electronic submittal and review of building permit and related permit applications required for manufactured homes, swimming pools, additions and alterations to existing single family homes, retaining walls, accessory structures, accessory dwelling units, etc. Our goal, at the Department of Development Support and Environmental Management (DSEM) is to intake, review, and approve all building permit and related permit applications electronically. By achieving this goal, DSEM will enhance the sustainability of its operation by conserving our natural resources and reducing the carbon footprint created by vehicular traffic on our roads. Listed below are several benefits of our new electronic submittal and review process.

1. By utilizing ProjectDox, building permit applications and plans may be submitted in one of three different ways: (1) Permit applications, building plans, and supporting documentation may be submitted in person at our office and a Permit Technician will upload the information into ProjectDox for you; (2) Permit applications and supporting documentation may be submitted in an electronic format, e.g. on a thumb drive, and a Permit Technician will upload the information into ProjectDox; or (3) Applicants can upload permit applications and supporting documentation directly into ProjectDox from their computer. When utilizing this method, submittal fees can be paid by credit card, thereby eliminating the need to visit our offices.
2. Another benefit of ProjectDox is the reduced amount of time it takes staff to review and approve your documents. By utilizing ProjectDox, various Division staff can review your information concurrently, thereby reducing the overall time required to review and approve your permit request.
3. By providing applicants the ability to submit permit applications and supporting documents electronically, trips/visits to the DSEM offices will be reduced.
4. ProjectDox offers a centralized point of contact for the submittal and re-submittal of information needed for review and approval of the permit request. Application information that is re-submitted electronically is forwarded directly to the staff person who requested the information, which will eliminate the possibility of information becoming misplaced or misfiled.
5. ProjectDox also eliminates the need for creating paper documents for review; therefore reducing the cost for the applicant while enhancing the sustainability of the review process and conserving natural resources.
6. ProjectDox also provides a centralized location for all DSEM records. Utilizing ProjectDox, documents related to DSEM development review and permitting activities can now be sent directly to the County's archival data base for public availability without the need for additional staff processing.

For additional information on the ProjectDox electronic submittal and review process for new single family home building permit applications, or to initiate an electronic submittal, please visit our web site at [http://leoncountyfl.gov/GROWTH/legal\\_notices/PDoxBuildingEntry.asp](http://leoncountyfl.gov/GROWTH/legal_notices/PDoxBuildingEntry.asp) or contact the Department's Building Plans Review and Inspection Division at (850) 606-1300 for more information.