



**Development Services Department
Building Division
Electronic Submittal
Instructions**

*** Instructions are Subject to Change***

Building Permit Services Walk-In Hours

**Monday - Friday
7:30 am – 4:30 pm**

**Inspector Office Hours
8:00 am – 8:30 am**

An online payment portal is available at <https://ipn.paymentus.com/rotp/hmfm>. There is a convenience fee for using the online payment system. As an alternative option, Applicants may continue to mail in payments by check or in person at City Hall Central Collections window.

Electronic Permit Submittals

All permit submittals must be submitted electronically to permits@homesteadfl.gov

Effective June 1, 2021, the Applicant is responsible for submitting electronically to Miami-Dade County once the City of Homestead process number is issued for all permit submittals that require Miami-Dade County approvals.

File naming and size limit

1. The file name shall not contain:
 - a) Any leading or trailing spaces.
 - b) Special characters such as: parenthesis “()”; double periods “..”; question marks “?”; etc.
 2. Plan must be submitted as one PDF per plan sheet. The discipline is the primary method of classification for file names. Each file shall contain the discipline code as the first letter of the file name, followed by a user-definable numerical field that closely corresponds to the sheet sequence number and date of revision.
For example: A-101 05052021
- Design professionals must submit digitally signed and sealed plans in compliance with the guidelines **Digitally Signed and Sealed Documents** (attached).
 3. The survey, calculations, NOAs, completed Permit Application and supporting documents as applicable can be submitted as multiple page PDFs.
 4. For reworks the corrected files should be named the same as the original with the date of the rework. Only submit the sheets requiring corrections (do not resubmit the entire plan set.)
 - a) For example, A-101 05262021
 5. If the total file size for the electronic submittal exceeds 20 MB a download link is required. The receiving permit submittal mail box size is limited to 20 MB.
 6. The following items must be included in addition to the plan sheets above with the noted **File Name**:
 - a) **Permit Application** – A completed City of Homestead Permit Application with the property owner’s information and notarized signature, the contractor’s information and notarize signature and the property address with the parcel tax folio number.



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- b) **General** – Calculations, NOAs, Application and Supporting Documents as applicable can be submitted as multiple page PDFs
7. All drawings and supporting documents in the plan package must be in PDF format.
 8. PDF files shall have only one layer (flattened) without any embedded objects.
 9. PDF files shall not be encrypted or password protected.
 10. Documents should be scanned at no greater than 300 dpi.

For plans previously submitted in paper format: The Applicant will need to make an appointment (305-224-4500) to pick up the paper plans and re-submit electronically for a re-review. All plans sheets (including the back page with approval stamps) and documents must be scanned and sent to us electronically with the revised plan sheets and documents.

Electrical and Plumbing Stand Alone or Sub-Permit Electronic Permit Submittals All permit submittals must be submitted electronically to kguardado@homesteadfl.gov

Mechanical and Roofing Stand Alone or Sub-Permit Electronic Permit Submittals All permit submittals must be submitted electronically to kcastillo@homesteadfl.gov