

Preliminary Plan Review (PPR)

IMPORTANT

A Preliminary Plan Review is for the <u>Vertical Construction</u> of a Proposed Project.

Criteria: To proceed with a PPR, your plans must be at least 60% complete and contain Architectural, Structural, Mechanical, Electrical, Plumbing and/or Life Safety plans, along with related questions.

If only a Site Plan is available, please do not proceed with a PPR application.

Instead, a Pre-Application Consultation may be required.

Apply for a Pre-Application Consultation or contact <u>CSDLSP@tampagov.net</u> for more information.

The primary goal of a PPR is to verify that the proposed design of a <u>building</u> or <u>structure</u> complies with the current Florida Building Code, *before a Building Permit is submitted*. After meeting the PPR criteria, additional questions related to the Site, i.e.: Civil, Drainage, Flood Control, Public Right-of-Way, Special Use, Variance, Easements, and Encroachments could also be included.

If no PPR questions or vertical plans are submitted, we cannot process the PPR application.

How to Submit a Preliminary Plan Review Application

- 1. Log into your registered Accela account.
- 2. Go to **+NEW** tab and select **BUILDING PERMIT**



- 3. Accept the **Conditions & Use for Online Services**, then Click **Continue Application**.
- 4. Select a Record Type; Click on Preliminary Plan Review; Click Continue Application





- Next, fill out the project address. TIP: enter <u>only</u> the Street No. and Street Name (*don't enter W., N., etc, or St., Dr., Ave., etc.*) then click Look Up. For example, for 306 E. Jackson St., enter only 306 and Jackson, then click Look Up.
- 6. The system will search for that address and display the complete address, parcel and owner information, click **Continue Application**.
- 7. Applicant Information:

 Click SELECT FROM ACCOUNT to add yourself as a contact to this application.
 Click ADD NEW to add a non-registered Accela User as the contact to this application. Non-registered users may need to Register to have full access to the record.
 Click LOOK UP to find a registered Accela User and add them as a contact.

TIP: To ensure accuracy and eliminate duplication, search by email address. First names could have variations (i.e.: Michael vs Mike) and might not be found

After the contact has been successfully added, click Continue Application

NOTE:

If the name is not found, an account is required. You can still click ADD NEW, but the Contact will need to create an account before being having full access the record.

(Note: Additional Contacts or Licensed Professional are not needed at this time.)

Step 1 : Required Information Applicant	Select Contact from Account					
To add a new contact, click the Add Contact link. To edit a contact. Select from Account Add New Look Up	Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use in the next step. Showing 1-2 of 2					
		Category	Туре	Name		
	•	Associated Contact	Individual	Zulema Rodriguez		
	0	Associated Owner		Florida West Coast Public Broadcasting Inc		
	C	ontinue Disca	rd Changes			



8. **"Step 2: Application Information"** Enter information for all required fields marked with an asterisk (*). Then, Click **Continue Application**.

1 Required Information	2 Application 2 Information	3 Review	4 Pay Fees	5 Submission Complete
Step 2 : Applica	ation Information		> Application	• Detail *indicates a required
	1			
PRELIMINARY PLAN REVIEW				
Туре:	Select	~		
* Preliminary Plan Review Type	Select	~		
GENERAL PROJECT INFORM	IATION			
Construction Type:	OSelect	~		
*Occupancy Type:	@Select	~		
Occupancy Category:	Select	~		
PROJECT DETAILS				
*New Construction:	○ Yes ○ No			
*Addition:	⊖ Yes ⊖ No			
*Domedal / Alteration	O Yes O No			

9. At this point, an automatic System Message will populate, indicating the required Reviews based on your previous inputs. Click **Continue Application**.

application	l.			
Based on y Building Electrica Fire Rev Mechan Plumbin Site Rev	our application the follo Review Il Review iew ical Review g Review iew	owing reviews will be r	equired:	
Please not project pla	e additional reviews like ns.	Urban Design and Nat	ural Resources may also	be required based on your
Please not project pla reliminary Plan Rev	e additional reviews like ns.	Urban Design and Nat	ural Resources may also	be required based on your
Please not project pla reliminary Plan Rev Required Information	e additional reviews like ns. iew 2 Application Information	Urban Design and Nat	ural Resources may also 4 Pay Fees	be required based on your 5 Submission Complete



10. "Step 3" Review all previous entries and click Continue Application.

The system will prompt you to pay the **Application Fees** due at this time. Click **"Check Out**" to process your online payment.

Once payment is processed, the PPR Record Number is displayed (make a note of it).

Receipt			
· ·			
Your application and/or payment has been successfully	processed.		
Print/View Receipt	Print/View Summary		
		-	
1400 N Boulevard, T 33607			
PPR-22-0000017 Upload Plans and Documents	View Receipt	View Summary	
PPR-22-0000017 Upload Plans and Documents A notice was added to this record on 02/25/2022.	View Receipt	View Summary	
PPR-22-0000017 Upload Plans and Documents A notice was added to this record on 02/25/2022. Condition: SECURED PLANS	View Receipt Severity:	View Summary Notice	
PPR-22-000017 Upload Plans and Documents A notice was added to this record on 02/25/2022. Condition: SECURED PLANS Total Conditions: 1 (Notice: 1)	View Receipt Severity:	<u>View Summary</u> Notice	

11. **Upload Plans and PPR Questions:** *Note: Plans must be at least 60% complete and Questions MUST be uploaded as a separate Word or PDF document.*



- a. **Select** "**Building Plans Contractor Signed**" as the Document Type, and in the Description field, enter Project Name, SF, #of Stories, #of Units, etc.
- b. Select "Other Documents" as the Document Type when uploading the PPR questions and the Narrative. For Description, enter "PPR Questions" or "Narrative".
- c. **PPR Questions are required**: Submit specific technical and/or building code questions about the plans. This is not a full plan review, so questions are required.

d. After uploading all documents, Click Upload and Validate

REMINDER:

A PPR Application is considered <u>incomplete</u> if it is missing Payment, Plans, Narrative and/or Questions The application will not be processed and a PPR Meeting will not be scheduled if it's incomplete.



c. Once VALIDATED, click **Process Files** to upload the Plans.



Notes:

- 1. **File Processing** could take time to complete. The system is separating the plan sheets and optimizing them for review.
- 2. After uploading Plans, the system will auto-number the pages. You can accept these sheet numbers or change them. Next, add an optional Sheet Title.

Step 3: Version Pl Displayed below are the she are correct and match the p come back later if needed, o Sheets	an Sheets eets extracted from files in this nan page. If any title block is no or click Continue when you an	review package. Please review the sheet numbers that automatically populated for each title block to ensure th issing the corresponding sheet number, you will need to manually enter that number. You can save your work a dorm.	ey ind
Title Block	Thumbnail	Sheet number and title	
A 1100/0 The second se		A100 Sheet title (optional) Test Plans 1 pdf (Page 1)	• Sheet • Number
Annual Statement		A200 [Sheet bitle (optional)] Tex Plans 1.pdf (Page 2)	
Answer of the second se		A300 [Sheet bile (apponal)] [Test Plans 1.pdf (Page 1)]	
Continue		Save and resume lat	er

- d. Click "BROWSE" again, to upload the document with your PPR Questions
 - Remember, we can't process the application without questions
 - Our Plan Reviewers are not conducting a full plan review; they are only looking at the portion of the plans that relates to the PPR questions.
 - The more specific the questions are, the more detail the response
- e. Click Continue when all documents have been uploaded
- 12. Click **FINISH** to complete the Preliminary Plan Review Application.

NEXT STEPS:

- 1. Allow up to 3 business days for the PPR application to be reviewed.
- 2. The PPR meeting will be scheduled for a date that is, at least, 15 business days after application was accepted.
- 3. All Contacts on the PPR record will receive the invitation for the PPR meeting. The contacts may then forward the meeting to anyone on their team that should participate in the PPR Meeting.