

Plan Submission Process (Mail-Ins)

Please submit all plan review (New and Revised) documents electronically to OPC@ahca.myflorida.com

These documents will then be forwarded to the appropriate OPC Office and Team.

Please include your facility name and project ID number on your documents (if assigned).

Due to security concern the Agency does not permit the use of Dropbox for file transfers. The use of secure file transfer protocol (SFTP) sites is permitted. Otherwise, submit the documents as an attachment(s) to an email message. It may be necessary to send multiple emails due to the combined file sizes (our mailbox is currently limited to 50 MB). Files containing multiple drawings may be submitted for small projects (40 drawing sheets or less). Larger projects must be submitted as individual drawing files. When submitting documents using multiple email messages, please include the facility name, project name and number of messages being sent in the message subject line (e.g. Tampa General Hospital – CEP Renovation – msg. 2 of 3)

Drawings must be submitted in PDF format with the files **flattened** (compressing all individual layers into a single layer). At a minimum, documents should be submitted in separate folders based on the professional discipline (Architectural, Electrical, and Mechanical). The document security restrictions must be set to **allow commenting** and must be set to **not allow changes to the documents**. Other security restriction settings are subject to the submitter's preferences.

Printing:	Allowed
Changing the Document:	Not Allowed
Document Assembly:	Not Allowed
Content Copying:	Allowed
Content Copying for Accessibility:	Allowed
Page Extraction:	Allowed
Commenting:	Allowed
Filling of form fields:	Allowed
Signing:	Allowed
Creation of Template Pages:	Allowed

The following must be included in the submission:

- Project documents (drawings, ICRA, functional program, specifications, studies, ...) See stage specific document requirements [Schematic Design \(Stage I\)](#), [Preliminary Design \(Stage II\)](#), [Limited Early Construction Request](#), and [Final Construction Documents \(Stage III\)](#).
- Submission transmittal indicating all included documents.
- For stage III document submissions, stage III plan revisions and early construction requests see [Signature and Sealing Requirements](#).

If this is the initial plan review submission, please include the following:

- A completed [Application for Plan Review](#).
- * A picture of the check for the initial application fee. The original check must be mailed to the office. See [Fees and Payments](#) for additional information.
- If the review is for a proposed new facility include a completed [New Facility Form](#).

*** New projects will not be assigned for review until the physical check is received for the initial application fee.**