

CITY OF BONITA SPRINGS

COMMUNITY DEVELOPMENT DEPARTMENT

PUBLIC NOTICE: ELECTRONIC PLAN REVIEW PROCESS GUIDE – BUILDING PERMITS

The **Community Development Department** is rolling out electronic plan review in phases to help contractors transition smoothly to digital submissions. During the transition, the Department will use a standalone electronic plan review portal provided by **GeoCivix** while evaluating long-term permitting software solutions.

For information about online applications and the availability of electronic plan review, visit the Community Development Department's website: https://www.cityofbonitaspringscd.org/resources/Permit_Portal.html

For eligible permit types, applicants must first apply through the **Permit Portal** and obtain a permit number before submitting plans through the **GeoCivix Portal**.

HOW TO SUBMIT PLANS ELECTRONICALLY

1. Obtain a Certified Digital Signature

Any document prepared by a licensed professional and submitted for electronic review must be **digitally signed** and **authenticated** by a **third-party certification authority**. We do not accept self-signed digital certificates, including personal digital signatures created through Adobe.

2. Apply for a Permit Through the Permit Portal

Before uploading documents for electronic plan review, submit an application through the Permit Portal to obtain a permit number. Electronic plan review is currently available only for **Residential Single-Family** and **Commercial New Construction** permit applications. GeoCivix access instructions are provided in the portal when submitting the application.

3. Verify File Names Before Uploading

All electronic plan review files must comply with the requirements outlined in the **File Naming Guide**. Files that do not meet the prescribed naming convention may be rejected, which could delay the review process.

4. Log In to the GeoCivix Portal and Upload

Upload **plans** and **supporting documents**, limited to specifications, calculations, and other required plan review materials. **Non-plan documents**, such as Notices of Commencement (NOC), Elevation Certificates, and Surveys, must be uploaded through the **Permit Portal**.

6. Upload Revisions, If Requested

If corrections are required, upload revised plans and supporting documents through the GeoCivix Portal.

7. Ready for Issuance

Once all reviews have been completed and approved, permit issuance information and instructions regarding the **next steps** in the permitting process will be **provided via email**.

8. Post Issuance Revisions

If you need to revise issued electronic plans, log in to the **GeoCivix Portal**, navigate to the **Project's Document**, and click **Submit Revision**. Do not create a new project.

