



CITY OF WINTER SPRINGS

Building Division Office
1126 East State Road 434
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What Options do I have if I cannot submit my Building Plans or Documents Electronically?

As of January 1, 2014, Files must be converted to an electronic format to be reviewed and processed within ePlans ProjectDox Electronic Plans Review System and for File Management Archiving purposes.

If you do not have access to a computer, or if you do not have internet access please use the following method to submit your building plans and documents.

Option: For Small Simple Projects Only

Fill out a printed permit application in person and bring in the Building Plans or Drawings (Limit maximum size 11 x 17) with any necessary documents to be scanned*

- OR -

Bring in a CD or DVD of the Building Plans or Drawings with any necessary documents to be scanned.* One hard copy of plans and documents must be submitted to our office for a job site copy

IMPORTANT - PLEASE BE ADVISED

Fees will Apply* for any services we must provide:

Scanning Documents, (excluding the permit application),
Scanning Building Plans or Drawings, copies etc.