

Dania Beach-DRC Electronic Submittals

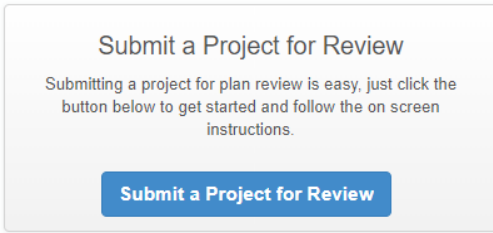
An application needs to be completed, along with the corresponding upfront fee (when applicable) before accepting the submittal for review. Once the initial requirements are met DRC will provide a Process number to the Applicant, who will include this number in the name that will be used at the time of the submittal upload.

The Applicant will need to **Sign Up** to CAP-EPR system through the following link:

<https://cap.idtplans.com/secure/subscription/>

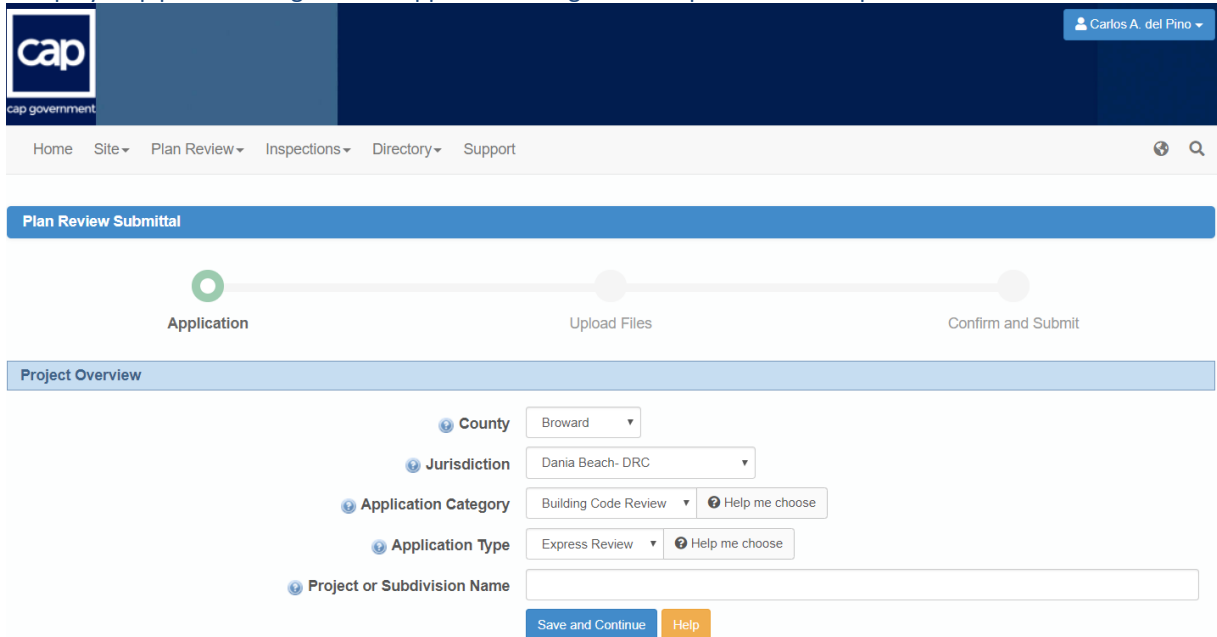
After registration is complete, then the Applicant selects the option: "Submit a Project for Review" from the same link:

<https://cap.idtplans.com/secure/client/home>



The Applicant will need to provide PDF documents files, electronically or digitally signed and sealed for review. For big projects having files with too many megabytes, it is recommendable to have them separated by disciplines. The applicant may create individual binders per disciplines: Architecture, Structure, Electrical, (...), and separately, the specs, calculations, zoning letter and reports. All drawings are required to be landscape oriented.

A step by step process will guide the Applicant through the complete submittal process:

A screenshot of the CAP Government website. The top navigation bar includes the CAP logo, "cap government", and a user profile for "Carlos A. del Pino". Below the navigation bar is a "Plan Review Submittal" section with a progress bar showing three steps: "Application" (completed), "Upload Files", and "Confirm and Submit". Below this is a "Project Overview" form with the following fields: County (Broward), Jurisdiction (Dania Beach- DRC), Application Category (Building Code Review), Application Type (Express Review), and Project or Subdivision Name (empty). There are "Save and Continue" and "Help" buttons at the bottom of the form.

Once this is complete, the Applicant will receive a confirmation email for the specific submittal.

Once the review cycle is complete, if it is rejected, a **Comments Letter** is issued and the Applicant along with the City are notified, and the comments become available on the on-line platform to be responded as part of the corresponding resubmittal including revised documents. If the project is found compliant, then a **Compliant Letter** including **next steps** to follow is issued with instructions to provide final documents for electronic stamp. Physical Stamped Documents shall be provided to the City of Dania Beach, signed and sealed by the professionals of record.