MEMORANDUM

DATE: **February 15th, 2021**

TO: All DOH-Collier OSTDS Contractors

FROM: Florida Department of Health in Collier County:
Environmental Health and Engineering

SUBJECT: **Collier County Growth Management Electronic Plan Review Process Changes**

As you may know, the Collier County Building Department will be switching to solely electronic submissions by the end of March 2021. To get ahead of this transition we have been working with the building department and are now able to facilitate electronic health submissions through the county portal system. Going forward you will need to ensure the following items have been completed to ensure a proper health submission:

-When uploading, please place all health documents in one file (application, site evaluation, site plan, floor plans both noted and dimensional, site plan, and survey if applicable).
-Label the file as "Health". If you do not add all required documents in one file then each file must be labeled as "Health".
-Ensure that the submissions have been filled out completely and correctly, signed and dated
-If a submission requires an engineer seal, ensure that the document has the correct digital seal that has not been modified (i.e. engineer-sealed site evaluations and site plans).

Effective March 1st, 2021, we will no longer accept new construction permit submissions through email. Reviews will be completed in the order in which they are uploaded in the portal system. If one of the required documents is not uploaded to the portal or we request corrections to a submitted document, the review will be rejected, and you will receive a corrections letter. The corrections letter will state exactly what needs to be uploaded.

We also ask that you keep in mind that the "review by date" that the county places on a permit does not pertain to health. Generally, we are not more than 5 days past this date anyway and we ask that you please wait before asking an update on when your permit will be reviewed until it has reached at least 5 days past your "due date."

We appreciate your understanding with this matter.

Justin Mahon
Environmental Supervisor II
Florida Department of Health in Collier County