**Go Solar Florida Plans/Plans Approval Team**

**October 20th, 2016 Meeting/Conference Call Minutes**

**Call/Meeting Participants:** Keith Showalter, John Sherwin, Philip Fairey, Safvat Kalaghchy and Colleen Kettles, FSEC; Cindy Nielsen, and Joe Choss, Orange County; Holly Banner, Alachua County; Boris Sursky, Miami Dade; Kay Sommers, and Michael Huneke, Broward County

**Meeting Discussion Summary**

**Plans System: New Project Engineer for FSEC: John Sherwin, 321-638-1432, john@fsec.ucf.edu**

**Update on Electrical and Structural System:** Over the past months system improvements have been made to clean up certain programming/system issues.

**Discussion:** Discussion focused on what is needed to get consensus from the partners that the plans system output is acceptable for permitting. Partners agreed that the electrical design system is good, but that further requirements need to be met for an acceptable structural design. It was determined that the partners needed to submit a specific list of items they require in a permitting design package and that these lists need to be combined into a consensus guideline requirements document to be implemented into the plans system by FSEC. In this way, the plans design system would create electrical and structural designs as it currently does, but for those AHJs that deem these drawing insufficient for approval, the system would allow an alternative option for uploaded drawings/documents. The guideline document would be used to give the contractors the specific requirements of the uploaded documents. This would include sign and seal requirements along with formatting requirements and would allow site/project specific flexibility not allowed by the current plans design system.

**Path Forward/Action Items:**

* **Partners (Alachua, Orange and Miami Dade) are to submit a specific list of permit submittal requirements to be used by FSEC as a guideline to modify the Plans System. It is suggested that the partners start with the list sent out by Keith and also incorporate the BOAF electronic construction document guide and the Miami Dade E-Plan submission Guide sent out by Boris. All three documents are attached.**
* **The deadline for completing this list is November 10th or before.**

**Next Conference Call: Week of November 14th.**