

How to Get a Permit – OWNER/BUILDERS

1. Check the Forms and Applications webpage [HERE](#) for the submittal guide you need and then complete and/or gather all the required forms and documentation. All required forms will be located on this webpage.
2. Bring your application in person, along with a valid government issued photo ID, to the Seminole County Building Division at the address shown below.
3. You will be required to sign several forms and an acknowledgement regarding your understanding of the required Building Codes and Ordinances in the presence of a Permit Technician.
4. After your permit application is reviewed, you may need to resubmit documents and/or drawings that need to be corrected. If so, the County will send you the review comments to the email address provided on your permit application. This process may continue for more than one review cycle until all documentation for the application and construction to be completed is correct.
5. Once everything is found to be correct, you will be required to pay all remaining permit fees and then you can pick up your permit after you are notified that it is ready.