Owner / Builder Commercial Permit Submittal Guide

REQUIRED FORMS:

- Commercial Permit Application
- Property Appraiser’s printout with legal description
- Owner / Builder Statement
- Recorded Notice of Commencement- prior to first inspection and may be emailed to bpcustomerservice@seminolecountyfl.gov if not uploaded at submittal

POSSIBLE ADDITIONAL FORMS:

- Historical / Archaeological Form – if breaking ground.
- Utility letter – Water and/or sewer, if new construction and other than Seminole County’s Utilities.
- Estoppel letter – This may be requested during plan review by your Zoning Technician.
- Contingency letter or Septic permit from Health Department
  (Septic permit or contingency letter will be required prior to issuance only if on septic.)

PLANS:

- Signed Seminole County Approved Site Plan – To confirm if Site Plan Review is required please call 407-665-7371.
- Construction Drawings
- Site Plan
- Seminole County Product Approval Form – as applicable
- Truss engineering – as applicable
- Energy calculations – as applicable
- Gas Plan Worksheet – as applicable
- Geotechnical soil engineering – as applicable

Note: All contractors and sub-contractors that are listed, will need to be current in our license database. This includes certified or registered licenses, License Administration Form (on our web site), worker’s compensation insurance & general liability is required prior to issuance. A minimum deposit of $25.00 is required at time of submittal. The actual deposit amount is based on permit type and value of work.

This is only a guide and may not be all-inclusive for your particular project.