

Owner / Builder Commercial Permit Submittal Guide

(Requires prior approval by the Building Official)

REQUIRED FORMS:

- Commercial Permit Application
- Property Appraiser's printout with legal description
- Owner / Builder Statement
- Recorded and Certified Notice of Commencement (required if the value of work is over \$2,500.00) – submitted to the Building Division prior to scheduling of first inspection. This may be emailed to bpcustomerservice@seminolecountyfl.gov, faxed to **407-665-7486** or submitted in person

POSSIBLE ADDITIONAL FORMS:

- Historical / Archaeological Form – if breaking ground in any way
- Utility letter – water and/or sewer, if new construction or new connection and other than Seminole County's Utilities
- Septic 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 Planning and Zoning at 407-665-7371.
- Construction Drawings – 3 sets of signed and sealed drawings
- Seminole County Product Approval Form – as applicable
- Truss engineering – as applicable
- Energy calculations – as applicable
- Geotechnical soil engineering – as applicable

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