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.