Owner / Builder Residential Permit Submittal Guide

REQUIRED FORMS:

- Residential 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.
- Shed in Easement Estoppel form – 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.)
- Arbor Application – if applicable. For arbor questions please call 407-665-7371.

PLANS: (2 copies required)

- Site Plan showing the building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, house dimensions.
- Construction Drawings
- Seminole County Product Approval Form – as applicable
- Truss engineering – as applicable
- Energy calculations – as applicable
- Gas Plan Worksheet – 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 deposit of up to $300.00 is required at time of submittal. The actual 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.