

ePlan Commercial Permit Submittal Guide

RESOURCES in ePlan can assist with file naming, applicant tasks and other helpful information

In ePlan, select the **APPLICATION DOCUMENTS FOLDER** and upload the following **REQUIRED forms** as individual properly named pdf files:

- Commercial Permit Application
- Property Appraiser's printout with legal description
- Power of Attorney or Signature Acknowledgment Form
- Recorded and Certified Notice of Commencement – prior to first inspection; may be emailed to bpcustomerservice@seminolecountyfl.gov if not uploaded at submittal

In ePlan, select the **APPLICATION DOCUMENTS FOLDER** and upload the following possible additional **forms** as individual properly named pdf files:

- Historical / Archaeological Form – if breaking ground in any way
- Utility letter – water and/or sewer, if new construction and other than Seminole County 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.)

In ePlan, select the **DRAWINGS FOLDER** and upload the following plans as individual properly named pdf files:

- Construction Drawings – if they are required to be signed and sealed drawings they will need to be digitally signed and sealed, then uploaded as individual properly named pdf files. If your design professional does not use digital signatures then the original wet or embossed signed and sealed, hard copies can be brought into the office to be scanned uploaded for an additional fee.

In ePlan, select the **DOCUMENTS FOLDER** and upload the following possible plan files as individual properly named pdf files:

- Seminole County Product Approval Form – as applicable
- Truss Engineering – as applicable
- Energy Calculations – as applicable
- Geotechnical Soil Engineering – as applicable
- Site plan – as applicable
- Signed Seminole County Approved Site Plan – To confirm if a site plan review is required, please call 407-665-7371.

Note: All contractors and sub-contractors that are listed on the application, must be current in the County's license database, including certified or registered licenses. A current [License Administration Form](#), worker's compensation insurance and general liability is required for each listed contractor and sub-contractor prior to issuance.

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