

PERMIT PACKAGE DROP OFF CHECKLIST FOR ePlan

Application Number: _____ Drop Off Date: _____

Received by County / Initial	
	Complete a Request for a Permit Application Number in BPOne
	Signed and completed this Drop Off Checklist Form

Required Forms for All Permit Packages at time of Drop Off:

Received by County / Initial	
	Permit Application Form, Additional Information Form, or Revision Form
	Property Appraiser's print out with legal description
	Signature Acknowledgement Form and/or Limited Power of Attorney Form

Possible Additional Forms may be required prior to Permit Payment:

(These can be uploaded whenever you have a task in your queue along with any other outstanding submittals)

Received by County / Initial	
	Historical / Archaeological Form – if breaking ground in any way
	Asbestos Notification Form – as applicable
	Utility letter – Water & Sewer, if new construction and other than Seminole County Utilities
	Fence Estoppel letter – required for all fence permits
	Shed Estoppel letter – may be required prior to permit issuance pending Zoning Review
	Arbor Application – if applicable. For arbor questions please call 407-665-7371
	Recorded copy of Notice of Commencement
	Owner Authorization – if applicable (Landlord/Tenant Affidavit / Notarized Letter / Lease)

Plans Required at time of DROP OFF (if applicable for scope of work):

Received by County / Initial	
	Site Plan
	Construction Drawings (drawings requiring signing sealing must be wet or raised seal)
	Product Approval form – as applicable
	Gas Plan Worksheet – as applicable
	Pool Safety Affirmation letter
If uploaded by ePlan Applicant, the following files can be uploaded as individual multi-page files (documents requiring signing sealing must be wet or raised seal)	
	Energy Calculations – as applicable
	Truss Package – as applicable

See reverse side of this page for required Drop-Off acknowledgements

Application Number: _____ Drop Off Date: _____

By signing this form I acknowledge the following:

- The completeness of the documents being dropped off is not determined until the ePlan Prescreening process takes place by a Seminole County Permit Technician. (You will receive an email notification once all documents and/or plans have been uploaded into the ePlan system notifying you to complete your Applicant Upload task).
- I will be charged \$5 per page for Seminole County Building Division to upload these documents into ePlan.
- I will be notified by the Building Division of any possible remaining required documentation just prior to permit issuance.
- I acknowledge that a deposit may be required based on the scope of work.
- I also understand that when my files are uploaded by Seminole County Building Division, there will be tasks I am responsible to complete in the ePlan system.

SEPTIC SPECIAL ACKNOWLEDGEMENT: If property is on Septic: you acknowledge that you will be required to provide a Septic Permit or Letter of No Action prior to permit issuance.

Printed Name

Signature of Applicant or Limited Power of Attorney