ePlan Residential Permit Submittal Guide

REQUIRED FORMS:
- Residential Permit Application
- Property Appraiser’s printout with legal description
- Power of Attorney or Signature Acknowledgment form
- 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 in any way
- Utility letter – Water and/or sewer, if new construction and other than Seminole County Utilities
- Shed in Easement Estoppel form – This may be requested during plan review by your Zoning Technician.
- Septic 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: (1 set uploaded into ePlan)
- Site Plan showing the building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, house dimensions
- Construction Drawings – if they are required to be signed and sealed drawings they will need to be digitally signed and sealed. If your design professional does not use digital signatures then the original signed and sealed hard copies can be brought into the office to be uploaded at a possible additional fee.
- 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 minimum deposit of $25.00 is required. 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.