

ePlan Residential 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:

- Residential 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
- 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.

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

- Site Plan showing the building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, house dimensions
- Seminole County Product Approval Form – as applicable
- Truss Engineering – as applicable
- Energy Calculations – as applicable
- Gas Plan Worksheet – as applicable

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 and verifiable through a third party. Upload as **individual properly named pdf files**. 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.

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.