

ePlan Window, Door and/or Siding Replacement Permit Submittal Guide

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

CONTRACTORS: (Submit online through ePlan or LOOK AT OUR EZ PERMIT TYPES)

EZ PERMIT TYPES AND REQUIREMENTS FOUND WITH THE SUBMITTAL GUIDES

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

- Residential Permit Application **or** Commercial Permit Application
- Property Appraiser's printout with legal description
- Signature Acknowledgement Form (use if license holder is applying for the permit) **OR** Power of Attorney Form (use if license holder authorizes someone to apply for the permit on their behalf)
- Recorded and Certified Notice of Commencement [or] signed contract for less than \$2,500.00 – submitted to the Building Division prior to scheduling of first inspection. This may be emailed to bpcustomerservice@seminolecountyfl.gov, faxed to **407-665-7486** or submitted in person

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

- Product Approval Form
- Layout that applies to requirements listed on Product Approval Form number 4, as applicable

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.