

**Quick Start Guide!**

**For Miscellaneous Building Permits**

**Applicant User Guide**

**DEVELOPMENT SERVICES DEPARTMENT**

# Introduction to ePlan

This manual provides the basic information on the steps involved in the Electronic Plan Review (ePlan) process to obtain Building Permits that do not involve plan review. There are text descriptions and screen images of the step-by-step tasks necessary to complete a submittal using ePlan.

If at any time in the process you have questions or concerns, do not hesitate to call. Be sure to ask to speak to an ePlan Administrator.

Building Division  
407-665-7050

[bpcustomerservice@seminolecountyfl.gov](mailto:bpcustomerservice@seminolecountyfl.gov)

ePlan Web Address

<https://eplan.seminolecountyfl.gov/epr>



## Submit a Request for a Building Permit

You must have an application number and receive an invitation to use ePlan **BEFORE** electronically uploading your documents.

If you have not submitted a request for a building permit application online, please review the "[How to Apply for Your Permit Online](#)" guide for instructions.



## Electronic Plan Submission

### ePlan Review Invitation

When your application for a Building Permit is reviewed and accepted, an Electronic Plan Review invitation will be sent to your e-mail address. For first time users, the invitation e-mail will contain your login information, temporary password and information about the project, including a link to the ePlan system.

### **TIP!** 1<sup>st</sup> Time Users

Your ePlan invitation email contains your needed **temporary password**. Be on the lookout for it!

## Logging In

### New Users First Time Login

1. Prior to logging into the Electronic Plan Review web portal, the following actions **MUST** be completed:

- If your computer's operating system is Windows Vista or Windows 7 or Windows 8, User Account Control (UAC) needs to be turned off for the installation of the ActiveX controls. After the components are installed, log into the ePlan web site and allow new ActiveX components to be installed as prompted (additional prompts may appear at other points, for example when viewing a file). For instructions on how to turn off UAC, click [here](#) for Vista instructions or click [here](#) for Windows 7 and 8 instructions. User Account Control may be turned back on if desired after ePlan has been successfully run and allowed to install all ActiveX controls.
- If using a computer with Internet Explorer (IE) 10 (Windows 8 includes Internet Explorer 10), you must enable Compatibility View. Do this by going to the IE10 Menu Bar (If the Menu bar is not visible, Press the "Alt" key), Click on "Tools" then click "Compatibility View".
- The login page contains a required component be installed, necessary to use Electronic Plan Review (see image below). This installation will only need to be done once for each computer you use.
- Electronic Plan Review uses pop-ups. Pop-up blocking will need to be disabled or an exception added in order to utilize the ePlan application.

**TIP!** You **MUST** use Internet Explorer

If your default web browser is not Internet Explorer, you must enter ePlan manually by opening Internet Explorer and typing the following web address:

<https://eplan.seminolecountyfl.gov/epr>



**TIP!**

Click the ePlan Support and Documentation link shown here to access the County ePlan website.

- To sign in, enter your e-mail address and temporary password provided in your invitation email and click the “**Accept & Login**” button, as shown in the image of the login screen above.
- Enter your new password and personal account information. All fields in yellow are required. Click on the “**Save**” button to save your profile.

Settings for Building Division (test@youremailprovider.com) Highlighted fields are re

Welcome to Electronic Plan Review.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

After you have changed your password you will be taken to the main Projects View.

**Change Password:** **Password Reset Question & Answer:**

New password:\*  Security question:\*

Confirm new password:\*  Security answer:\*

Password must not contain special characters, must contain at least one digit and one alphabetic character, and must be between 8 and

Profile Information

Contact Information | User Metadata | Project Membership | Group Membership

\* Required field

First Name:  Building Last Name:  Division

Email:  test@youremailprovider.com  HTML format

Title:

Company:  Seminole County Growth Management

Address 1:  1101 E. 1st Street

Address 2:

City:  Sanford

State/Province:  FL  Postal Code:  32771

Phone:  407-665-7050 Fax:

Mobile:  Pager:

Stamps:

Language:  en

- If you are a returning user, login to ePlan with your full e-mail address and password. If you have forgotten your password, click on the “**Forgot Password**” button so that you can retrieve it through your security question.

**TIP!**  
Passwords are case-sensitive.

NOTE: If you still cannot access your account, contact a Seminole County ePlan Administrator at 407-665-7050 to have your password reset. An email will be automatically generated and sent to the account holder email address with a temporary password.

**TIP!**  
Once all required items are uploaded, you MUST notify the Submissions Group (see steps 7-12).

**3**

## Uploading Documents

- Click on your Building Permit number to open it. All Building Permit application forms must be uploaded into the “**Application Documents**” folder for each project.

- Click the “**Application Documents**” folder, then click “**Upload Files**”.

No files currently exist in Application Documents.

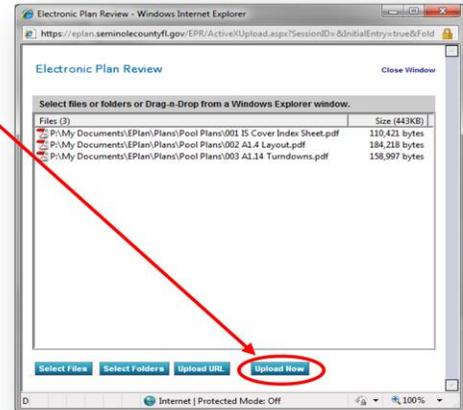
To upload files into this folder  
(1) Click the Upload button below  
(2) Follow the instructions in the ActiveX pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

BP13-00004625

**Application Documents**

3. Select or browse to the file location on your computer. Select or highlight the files you want to upload.
4. After reviewing the files, click the **“Upload Now”** button.

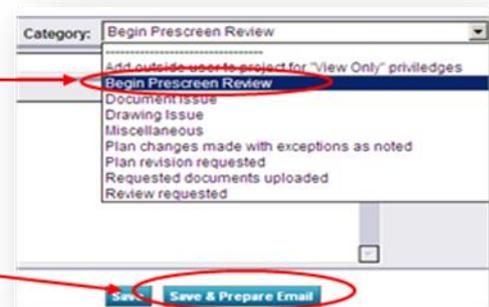


5. Once all documents have been uploaded, the Submissions Group needs to know that you are ready to begin the Prescreening process. Do this by clicking the  icon near the top right corner of the ePlan window.



6. A window will pop up; click the **“Add Topic”** button.

7. Select the **“Begin Prescreen Review”** category from the drop down menu.



8. Enter a subject and brief description then choose **“Save & Prepare Email”**.

9. Place a checkmark in the **“Submissions”** group and click **“Send”**.

10. You have successfully finished the first part of submitting for your permit electronically.



# 4

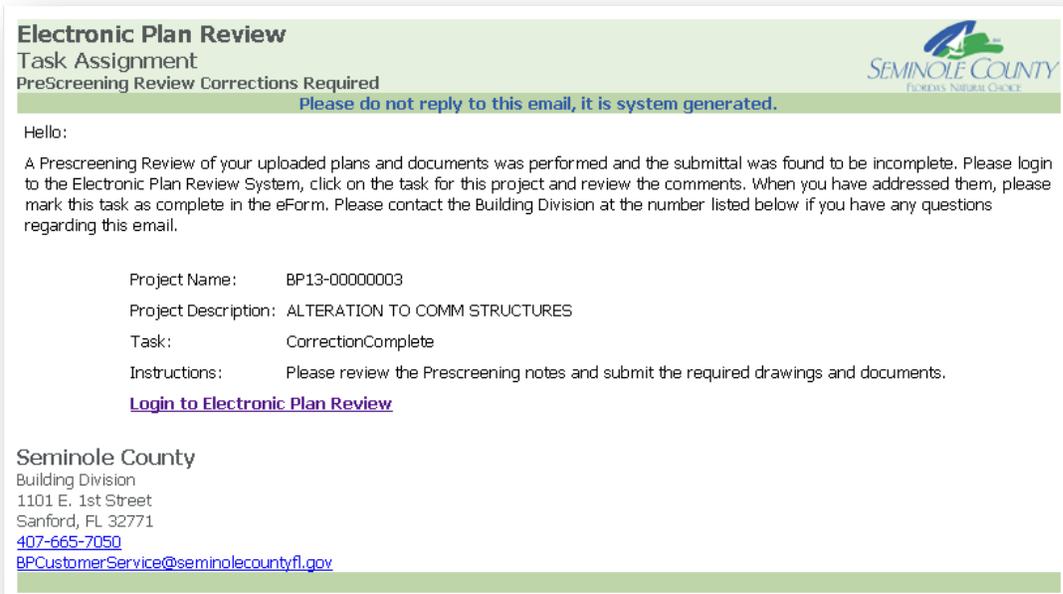
## Prescreening

### Prescreening Has Been Approved

- If your submittal is approved, your permit will be processed and you can skip to page 8.

### Prescreening Has Been Returned

- If your submittal requirements were not complete, you will receive an e-mail notification that prescreening has been denied and corrections are needed.



1. Login to Electronic Plan Review. Find the project and associated task in the Task List, click the “**CorrectionComplete**” task and accept it.

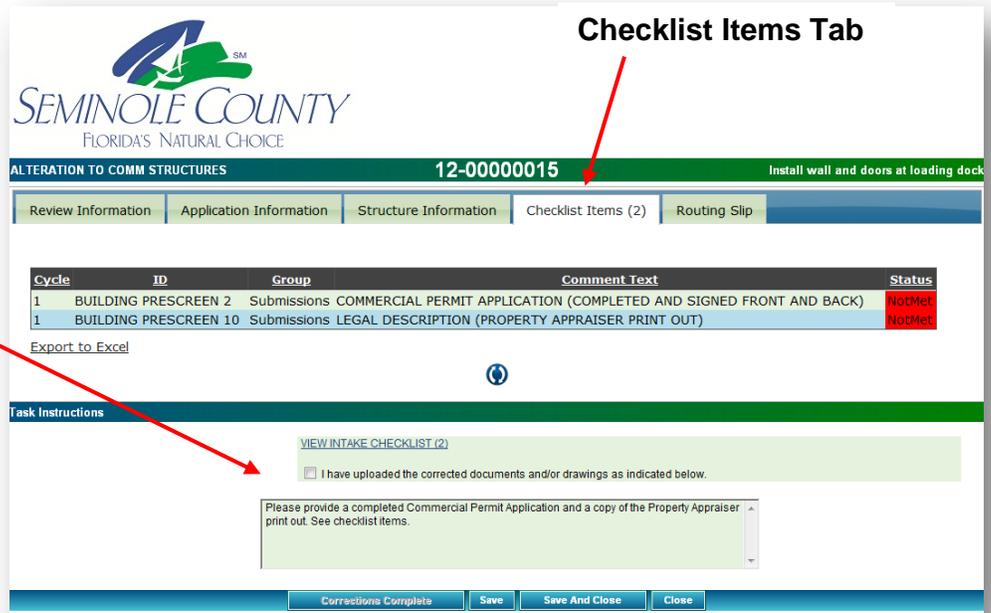
Project Name	Task	Attached To
BP12-00000015	CorrectionComplete	Applicant

**TIP!** You MUST use Internet Explorer

If your default web browser is not Internet Explorer, you must enter ePlan manually by opening Internet Explorer and typing the following web address:

<https://eplan.seminolecountyfl.gov/epr>

- Review the checklist items (if any) by clicking on the Checklist Items tab and read any items listed in the Task Instructions text box. Click the **“Save And Close”** button at the bottom of the screen until you are ready to upload missing or corrected documents.



**Checklist Items Tab**

SEMINOLE COUNTY  
FLORIDA'S NATURAL CHOICE

ALTERATION TO COMM STRUCTURES 12-00000015 Install wall and doors at loading dock

Review Information Application Information Structure Information Checklist Items (2) Routing Slip

Cycle	ID	Group	Comment Text	Status
1	BUILDING PRESSCREEN 2	Submissions	COMMERCIAL PERMIT APPLICATION (COMPLETED AND SIGNED FRONT AND BACK)	NotMet
1	BUILDING PRESSCREEN 10	Submissions	LEGAL DESCRIPTION (PROPERTY APPRAISER PRINT OUT)	NotMet

Export to Excel

**Task Instructions**

VIEW INTAKE CHECKLIST (2)

I have uploaded the corrected documents and/or drawings as indicated below.

Please provide a completed Commercial Permit Application and a copy of the Property Appraiser print out. See checklist items.

Corrections Complete Save Save And Close Close

**Task Instructions text box**

- After you have identified the missing or corrected documents to upload, click on the project to open the project page.
- Upload the documents as instructed on pages 4 & 5 of this guide.
- Click on the **“Task List”** button in the project view and select the **“CorrectionComplete”** task in the Task List section.
- After you are satisfied that all the requirements have been met, select the **“I have uploaded the corrected documents and/or drawings as indicated below”** box and click the **“Corrections Complete”** button at the bottom of the form. This will notify the Electronic Plan Review Submission Group that you are ready for Prescreen Review again.

Project Name	Task	Attached To
BP12-00000015	CorrectionComplete	Applicant

Navigation buttons: Home, Previous, Next, End

**TIP!** There is no need to send any further emails as instructed on page 5. The tasks will notify us when you have completed your step.

**5**

# Approval and Payment

- When your permits have been created, you will receive a task in ePlan to select your method of payment.

My Tasks:

Project Name	Task	Attached To	Status	Created On	Updated On
BP13-0002194	PaymentSelection	Applicant	Pending	6/3/2013 11:24:22 AM	6/3/2013 11:24:22 AM

Select the "PaymentSelection" task and accept it to open the eForm.

POOL ENCLOSURE/BOND **13-0002194** test application

Review Information | Application Information | Structure Information | Checklist Items (0) | Routing Slip

Review Coordinator: Stacy Casertano (scasertano@seminolecountyfl.gov)  
 Review Cycle: 1  
 Workflow/Activity Name: BPStartWorkflowSimple2013 / PaymentSelection  
 Activity Instructions: Please review the amount due and the instructions and select a payment method. If paying by credit card, please complete the transaction before clicking the complete button.  
 Current User Logon: Stacy Casertano (fossilized3125@gmail.com)

**Task Instructions**

**FEES DUE**  
 Amount Due: 494.99  
 Fee Notes: If paying by credit card, please complete your payment following the instructions provided before clicking "Complete" below.

**INSTRUCTIONS**  
 Please view the amount due and select one of the three payment types listed below.

CASH OR CHECK  
 ESCROW  
 CREDIT CARD

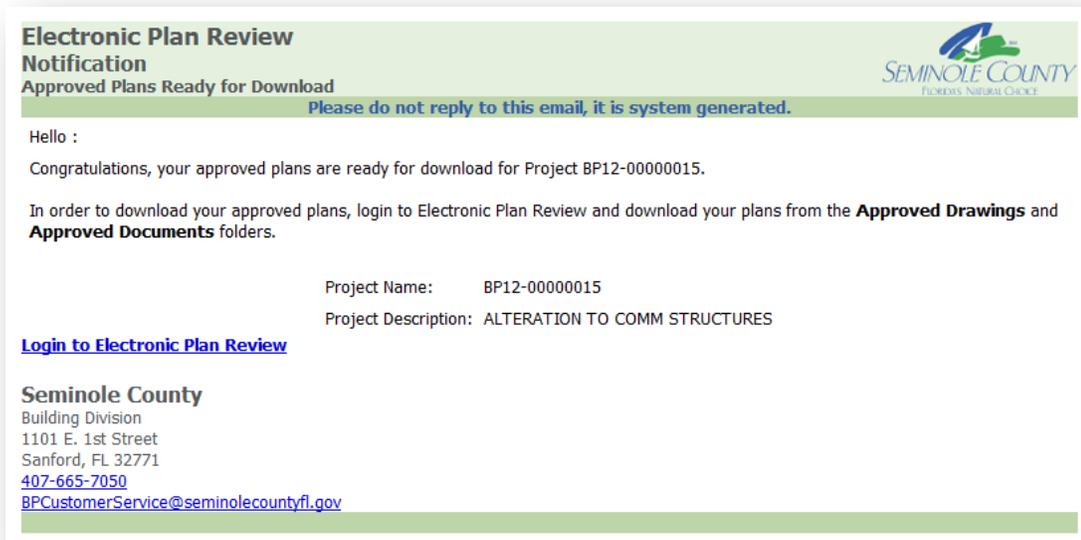
**CREDIT CARD INSTRUCTIONS**  
 The maximum amount allowed to be paid by credit card is \$494.99. If paying by credit card, please complete your payment before clicking "Complete" at the bottom of this eForm.  
 You can pay online with a credit card by going to <http://egov.seminolecountyfl.gov/Click2GovBP/>.

1. Click on "Select Permit".  
 2. Select an option: "Application Number", "Street Address", or "Parcel" and enter the information for the option you chose then click "Submit".  
 3. Click on "View Application Fees". Select the fees you need to pay then click "Pay Now".

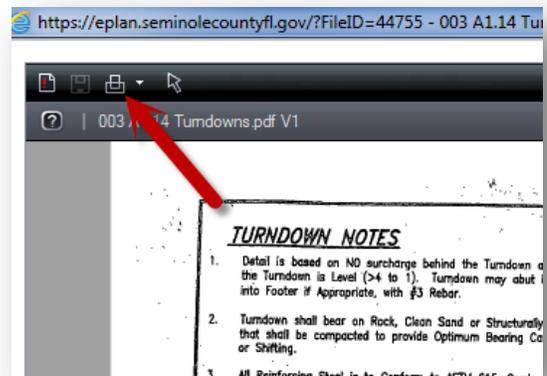
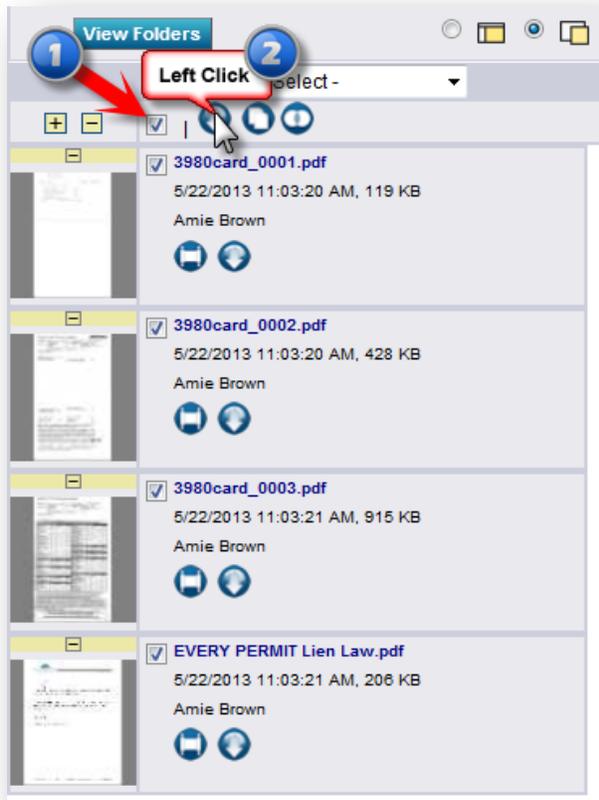
NOTE: You will be charged a \$3.00 convenience for each processed credit card transaction.  
 Contact us at [bpcustomerservice@seminolecountyfl.gov](mailto:bpcustomerservice@seminolecountyfl.gov) or call (407) 665-7050 for any questions.

**Complete**

- After payment for the building permit has been processed internally, you will receive an email notification that your approved documents are available for download in the Approved Documents folder.



- You can print files by opening them and clicking on the printer icon as shown to the right.



- You may also download your approved documents by clicking the box to select all files, then click the download files button and follow the prompts (see image to the left).