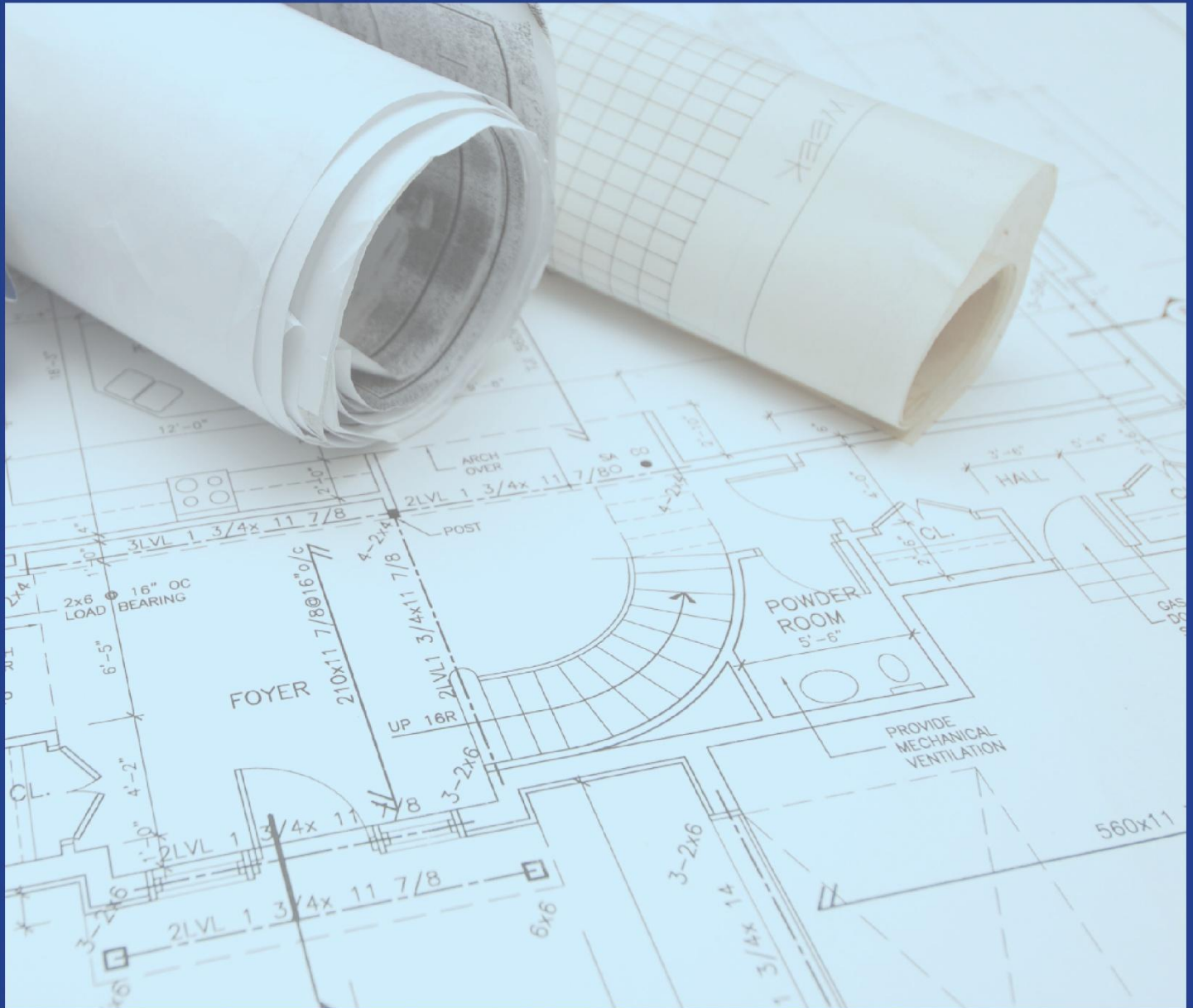


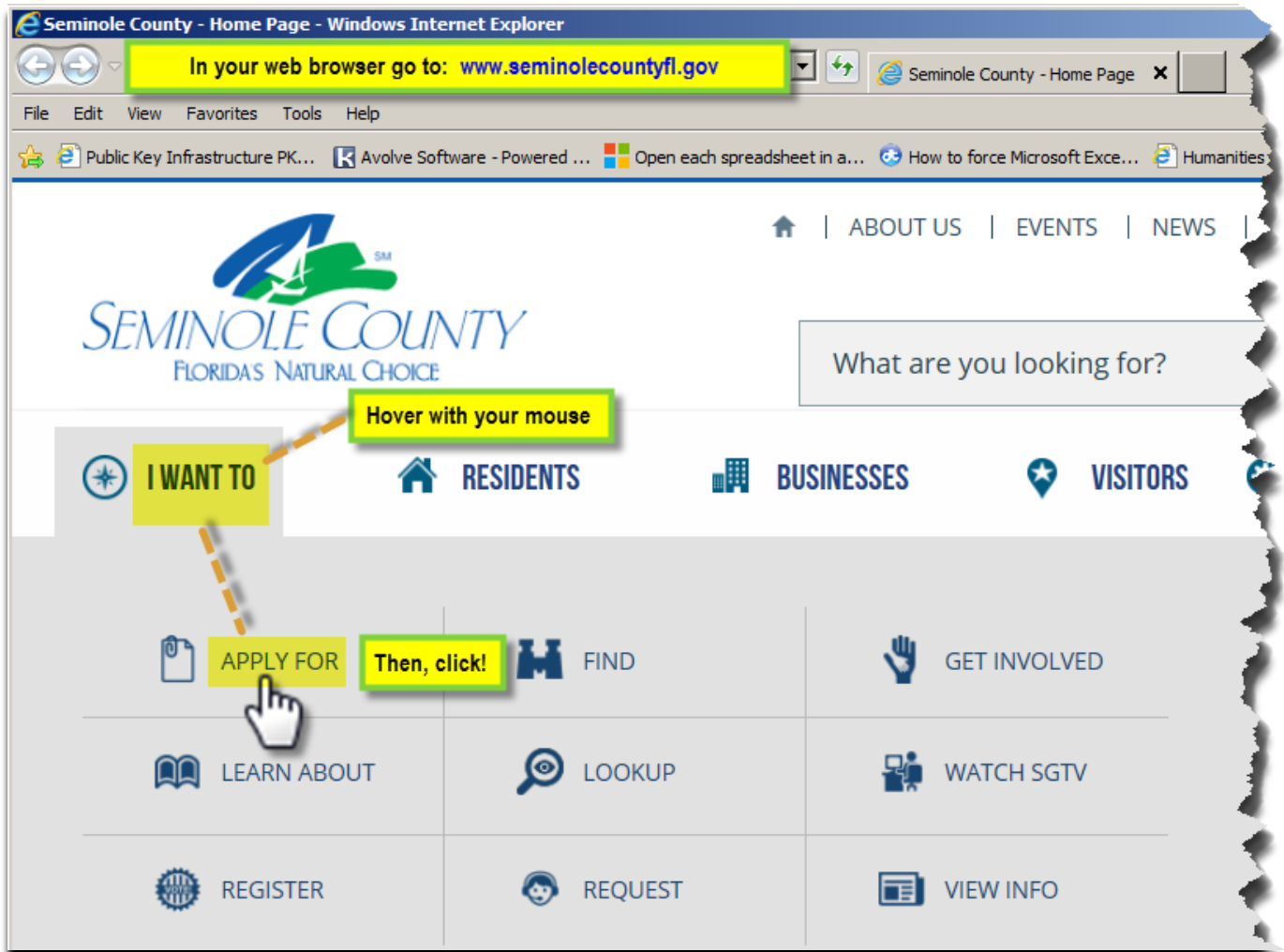


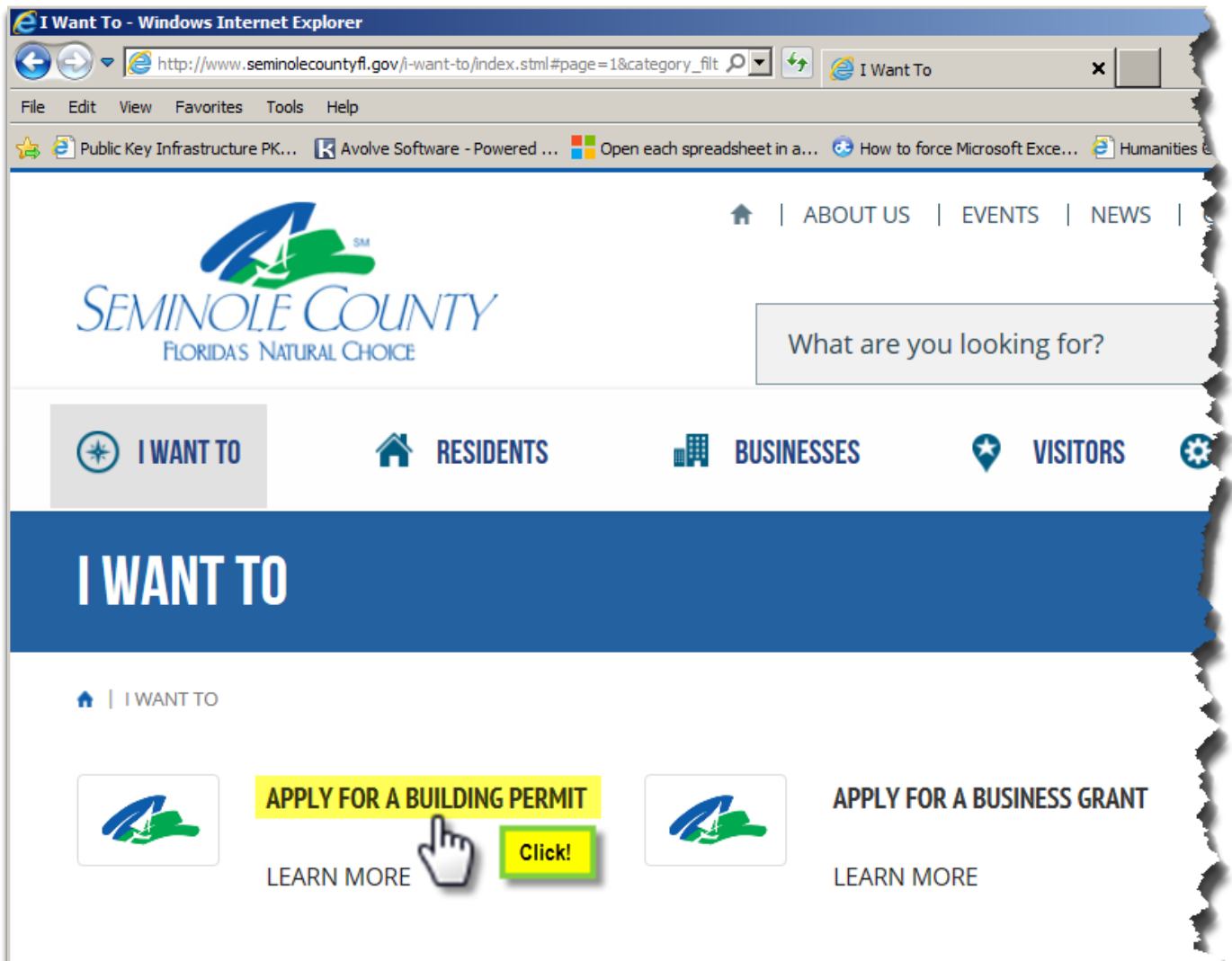
Electronic **PLAN** **REVIEW**



How to Apply for a Permit Online User Guide

DEVELOPMENT SERVICES DEPARTMENT







Building Permits Online - Windows Internet Explorer

http://www.seminolecountyfl.gov/departments-services/development-services

Building Permits Online

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SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE

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What are you looking for?

I WANT TO RESIDENTS BUSINESSES VISITORS DEPARTMENTS AND SERVICES

BUILDING PERMITTING

BUILDING PERMITS ONLINE

COMMERCIAL PERMITTING

CONSULTANTS AND CONTRACTORS

ELECTRONIC PLAN REVIEW

LOOKUP BUILDING PERMIT INFORMATION

Click!

DEPARTMENTS & SERVICES | DEVELOPMENT SERVICES | BUILDING
| BUILDING PERMITTING | BUILDING PERMITS ONLINE

BUILDING PERMITS ONLINE

Building Permits (BP) Online offers building permit information 24 hours a day, seven days a week. Use this service to apply for miscellaneous permits, schedule inspections, retrieve inspection results, look up plan review comments and view permit application status. Click the button below to get started.



BUILDING PERMITS ONLINE

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Application

Email Us
Help



Click!

Submit an Application

PLEASE NOTE: Applications can only be submitted for residents of unincorporated Seminole County. Owners acting as their own contractor cannot apply online; they must come to our office to submit an application.

To submit an application online, follow the steps below:

1) Check the residential jurisdiction on the [My Resident Information](#) page. If the jurisdiction is listed as 'Seminole County', proceed to the next step below. Otherwise, please contact the jurisdiction listed to apply for the permit.

2) Select an option below to search for the location:

Then, pick a search method.

☐ Street Address:

☐ Enter the parcel number:



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[Schedule / Cancel Inspections](#)
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[Help](#)

Submit Application

IMPORTANT! **Select the address that includes the appropriate suite, unit or apartment number, if any.

Select the address where the construction will occur by clicking on the correct address link from the list if more than one address is shown.

Address	Owner Name	Parcel Id
3744 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3748 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3752 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3756 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3760 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3764 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3776 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3784 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3790 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3796 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3802 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3806 HOWELL BRANCH RD	COLLISON HOLDING CO	34-21-30-300-0180-0000
3830 HOWELL BRANCH RD	CHURCH LIGHTHOUSE BAPTIST OF	34-21-30-300-0040-0000
3834 HOWELL BRANCH RD	CHURCH LIGHTHOUSE BAPTIST OF	34-21-30-300-0040-0000
3835 HOWELL BRANCH RD	SEMINOLE B C C	34-21-30-527-0A00-0000
3838 HOWELL BRANCH RD	CHURCH LIGHTHOUSE BAPTIST OF	34-21-30-300-0040-0000
3846 HOWELL BRANCH RD	CHURCH LIGHTHOUSE BAPTIST OF	34-21-30-300-0040-0000
3900 HOWELL BRANCH RD	ANDREWS CARMEN L &	34-21-30-300-003B-0000

****Selecting the wrong address causes intake review delays when address selection errors are discovered and a location transfer carried out by County staff has to occur. To avoid this scenario, please check the list carefully for the COMPLETE location address including the suite, unit, or apartment number, if any.**

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Submit an Application

Complete the following information.

Address: 3835 HOWELL BRANCH RD
Parcel: 34-21-30-527-0A00-0000
Land ID #: 294586
Name: SEMINOLE B C C
General Location:

EXAMPLE LOCATION:
All yellow highlight
fields are required to
continue with the
request.

****Though not a required field,**
including the **Unit Number** and
Tenant Name is VERY HELPFUL
on commercial projects.

* **Application Type:** REROOF COMMERCIAL
* **Total Estimated Value:** 12000 (No decimals)
Total Square Footage: (No decimals)
Tenant Unit Number:
Tenant Name:
Is it a public building?: ☐ Yes ☒ No
Contractor Type: ☒ Contractor
Search for contractor name: Taylor
(☒ Beginning with ☐ Containing)

Choose a search option
and enter a name. The
next screen will produce
a list of Contractor
Names meeting the
entered criteria.

* **Description of Work:**
Please list scope of work.

Reroof of a commercial building to
include repair of 15SF of wood rot on
the west side of the roof.

Continue Clear

Click!

****When commercial projects come through electronically, it is extremely helpful to have the Tenant Unit Number and Tenant name. This prevents delays from call backs to the ePlan Applicants, and also prevents duplicating the scope of work in error on permit requests.**



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Submit an Application

Complete the following information.

Address: 3835 HOWELL BRANCH RD
Parcel: 34-21-30-527-0A00-0000
Land ID #: 294586
Name: SEMINOLE B C C
General Location:

**EXAMPLE LOCATION:
All highlight fields are
required to continue
with the request.**

* **Application Type:** REROOF COMMERCIAL
* **Total Estimated Value:** 12000 (No decimals)
Total Square Footage: (No decimals)
Tenant Unit Number:
Tenant Name:
Is it a public building?: ☐ Yes ☒ No

Contractor Type: ☒ Contractor
Search for contractor name: Taylor
(☒ Beginning with ☐ Containing)

**Choose a search option
and enter a name. The
next screen will produce
a list of contractor
names meeting the
entered criteria.**

* **Description of Work:**
Please list scope of work.

Reroof of a commercial building to
include repair of 15SF of wood rot on
the west side of the roof.

Continue

Clear

Click!



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Select a Contractor

Click on the contractor name hyperlink to chose that contractor.

Name	Number	Type	Year	License Number
TAYLOR HOMES AND CONTRACTING	CBC1255030	CERTIFIED BUILDING		
TAYLOR MECHANICAL SVCS LLC	CMC1249528	CERTIFIED AIR CONDITIONING		
TAYLOR MORRISON (WRIGHT)	CBC1257462	CERTIFIED BUILDING		
TAYLOR'S COMMUNICATIONS INC.	ES12000826	CERTIFIED SPECIALTY ELECTRIC		

Select the correct contractor name link from the list.



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Submit an Application

Complete the following information.

Address: 3835 HOWELL BRANCH RD
 Parcel: 34-21-30-527-0A00-0000
 Land ID #: 294586
 Name: SEMINOLE B C C
 General Location:

Contractor Name: TAYLOR MORRISON (WRIGHT)

SAMPLE:
All fields shown
highlighted here are
required to continue
the request.

Please enter the contact information:

* Contact Name:
First Name Last Name

* Address:

* Zip:

Home Phone: () -

Work Phone: () -

Mobile Phone: () -

* Primary Phone: () -

* E-mail:

It is **highly recommended** to use a generic corporate email account to avoid login issues if your company experiences staff turnover.

This email address will be your login for Electronic Plan Review.
 This email address will receive all notifications regarding this application request.

Request must be followed by a complete application package (including a signed application) uploaded to our ePlan Review System. This can occur after you receive an invitation email welcoming you to our ePlan Review System.

* denotes required field



Click!



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Submit an Application

Please confirm that the following information is correct. If you need to change something, select the "Cancel" button. Otherwise, select "Continue" to submit your application

Address: 3835 HOWELL BRANCH RD
Parcel: 34-21-30-527-0A00-0000
Land ID #: 294586
Name: SEMINOLE B C C
General Location:

Application Type: REROOF COMMERCIAL
Total Estimated Value: 12000
Total Square Footage:
Tenant Number / Name: /
Public Building Flag:

Notes: Reroof of a commercial building to
include repair of 15SF of wood rot on
the west side of the roof.

Contractor: TAYLOR MORRISON (WRIGHT)

Contact Name: JOHN DOE
Contact Address: 222 ROVE WAY , 32771
Home Phone:
Work Phone:
Mobile Phone:
Primary Phone: (555) 555-5555
Email Address: JDOE@MSN.COM

Edit

Cancel

Continue



Click!



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By continuing you verify that you wish for an official application to be created. Application fees will be generated upon application approval.

Submit Request

Cancel



Click!



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Submit an Application

Please print out and retain the following information for your records.
Upon acceptance of your application, you will receive an email.

Address: 3835 HOWELL BRANCH RD
Parcel: 34-21-30-527-0A00-0000
Land ID #: 294586
Name: SEMINOLE B C C
General Location:

This number will become your
permit number once your request
for a building permit is accepted.

Your application number is: 15 - 00014230
Your Password/PIN # for this application is: 1740542450

Use this link to add
any subcontractors
to the request.

[Add Subcontractor\(s\) to this Application](#) for other trades.
(For example: electrical, mechanical, plumbing, low voltage, roof.)

You will soon receive an email with instructions on how to upload your electronic plans.

Your application submittal is now complete. [Return to main page.](#)

IMPORTANT:

Once your building permit request is accepted by the Seminole County Building Division, you will receive an ePlan Review email inviting you to upload your signed application documents, drawings and technical documents, if any are required for your permit type.

Please follow all instructions carefully. If you have questions on this process as you go through it, you may also call the Building Division at 407-665-7050 and ask to speak to an ePlan Permit Technician.

For more information on the ePlan Review process for Building Permits, please click [here](#).