

How to Get a Permit – CONTRACTORS

1. Check the Forms and Applications webpage [HERE](#) for the submittal guide you need and then complete and/or gather all the required forms and documentation.
2. Submit a request for a building permit application number through BPOne [HERE](#). This step reserves a permit number for you from the County permit tracking system, checks your contractor registration status, and tells us initial information to ensure the permit type you are asking for is correct for the scope of work you listed. NOTE: The email address provided in the BPOne request will be the ePlan Applicant. This is NOT your completed application, you must still fill out the appropriate permit application form for your permit type.
3. The County will receive your request in a list with others and transfer it into the ePlan Review System. This takes approximately 24 hours. Once we have transferred the permit application number to ePlan, you will receive an email invitation and task to upload your files to the permit application number in the ePlan Review System. First time users will also get an email containing a temporary password. You are encouraged to read the ePlan Applicant User Guide found [HERE](#).
4. Applicants will need to complete their ePlan tasks after each new upload/submittal so that the automated workflow sends the permit application back to Seminole County for further review and action. This process continues until all information for the submittal is correct.
5. One of the final tasks you will receive from the ePlan system is a Payment Selection Task. This step advises you to make the appropriate payment amount and then complete the task.
6. After the County checks that your payment was received, you will receive an email notice that you can download your Approved Documents and or Approved Batch Stamped Drawings. Instructions for doing this are found in the ePlan Applicant User Guide found [HERE](#).