

## Commercial Permit Submittal Guide

**RESOURCES** folder 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:

- Permit Application
- Property Appraiser's printout with legal description
- Power of Attorney (if someone other than the license holder is the applicant)
- Owner / Builder Statement- (Requires prior approval by the Building Official)
- Recorded Notice of Commencement if job value is greater than \$5,000– prior to first inspection; may be emailed to [bpcustomerservice@seminolecountyfl.gov](mailto: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
- Asbestos Form – as applicable
- Septic Contingency Letter or Septic Permit from the Health Department (Septic permit or contingency letter will be required prior to issuance only if on septic.)

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, then uploaded as individual properly named PDF files. If your design professional does not use digital signatures then the original wet or embossed signed and sealed, hard copies can be brought into the office to be scanned and uploaded for an additional fee. If they are sent to you as a group of files and then separated it will break the digital signature. Request individual signed and sealed PDFs from the design professional. The naming method will always be a 3-digit numerical prefix, sheet number, and brief description. E.G. 001 CV Coversheet, 002 A1 Floor plan, and so on until the entire set is uploaded according to the plan index. ALL REVISIONS REQUIRE FILES TO BE NAMED THE SAME AS THE PREVIOUS FILE SUBMITTED THAT IS BEING UPDATED.

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

- Seminole County Product Approval Form – as applicable
- Truss Engineering – as applicable
- Energy Calculations – as applicable
- Geotechnical Soil Engineering – as applicable
- Site plan – as applicable
- Gas Plan Worksheet – as applicable
- Signed Seminole County Approved Site Plan – To confirm if a site plan review is required, please call 407-665-7371.

**Note:** All contractors and sub-contractors 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 are required for each listed contractor and sub-contractor prior to issuance.

*This is only a guide and may not be all-inclusive for your project.*