

Residential 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 (if applying as an owner, you must visit us in the office with valid government issued identification.)
- Historical / Archaeological Form – if breaking ground in any way
- Utility Letter – water and/or sewer if new construction and other than Seminole County Utilities
- Shed in Easement Estoppel Form – this may be requested during the plan review by your Zoning Technician
- Septic Contingency Letter or Septic Permit from the Health Department- if applicable. (Septic permit or contingency letter will be required prior to issuance only if on septic.)
- Arbor Application – if applicable. For arbor questions please call 407-665-7371.
- Recorded Notice of Commencement if job value is greater than \$5,000– prior to first inspection; may be emailed to bpcustomerservice@seminolecountyfl.gov if not uploaded at submittal.

In ePlan, select the **DOCUMENTS FOLDER** and upload the following plans as individual properly named PDF files

- Site Plan showing the building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, house dimensions
- Seminole County Product Approval Form – as applicable
- Truss Engineering – as applicable
- Energy Calculations – as applicable
- Gas Plan Worksheet – as applicable

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.**

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 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