ePlan ProjectDox

Submittal to Issuance

First you must have...

- An active license in the Seminole County contractor database.
- Internet access with the ability to scan, download and print from your computer. If you do not have a printer that prints large size plan sheets, you may always bring them to your local office supply store via a flash drive

The contractor License must be current to use our online permitting system. These can be emailed, faxed or brought into our office. Certified valid until 8/31 of even years. Registered valid until 9/30 of odd years

This will include all of the following:

- 1. License Administration form downloaded from our Forms and Applications, under Building on our website.
- 2. A copy of your certified State license from DBPR
- 3. Proof of current Workers Compensation Insurance and General Liability Insurance (listing Seminole County 1101 E. 1st St. Sanford, FL 32771)

Additional licensing requirements for Registered Contractors:

- Letter of Reciprocity from your testing jurisdiction (the jurisdiction must send it directly to our office) BPCustomerService@seminolecountyfl.gov, physical address or fax 407-665-7486
- You must come to the office in person with valid identification to update this license and to sign your Competency Card.
- Registered Electricians need to contact DBPR (850)487-1824 (ECLB) to add Seminole County to the list of counties you can work in.

MOST REQUESTED











Proposed Impact Fees

Pay Water Bill

Attainable Housing

Start your building permit submittal by going to www.seminolecountyfl.gov and select Building Permits from the homepage.

Bookmark this page or save as one of your favorites. Anything related to a building permit will be found here on the <u>Building</u> <u>Division</u> website.

Click on <u>BUILDING PERMITS</u> ONLINE, on the left side, to initiate your building permit submittal.

BUILDING

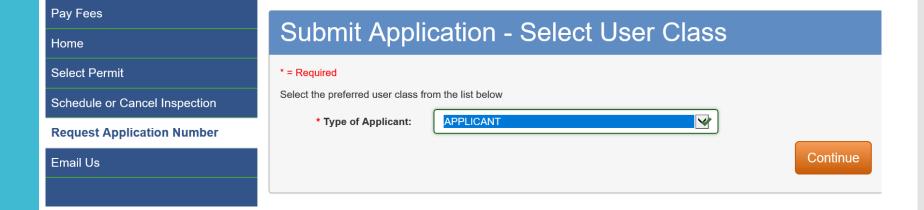
Home / Departments & Services

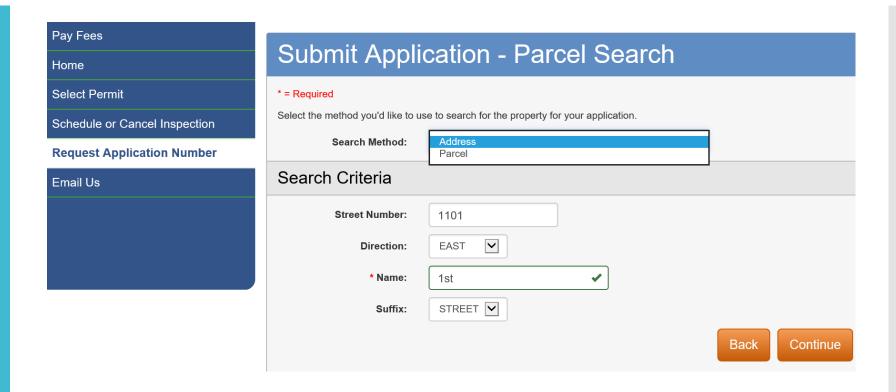
Building Division Contacts

BUILDING PERMITS ONLINE

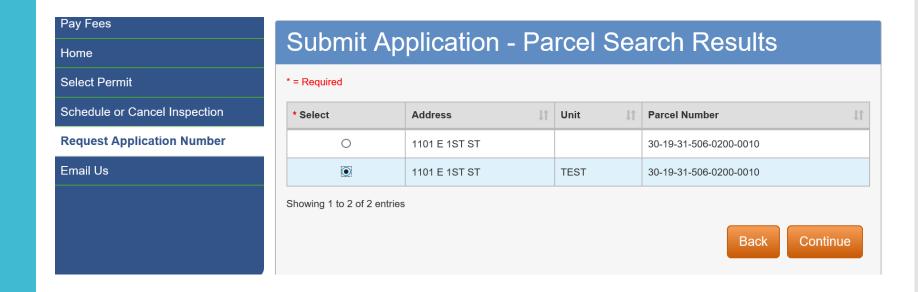
EPLAN LOG-IN

The following will assist you with applying for a Building Permit Request Online. You will upload all documents and drawing files into the ePlan ProjectDox system.

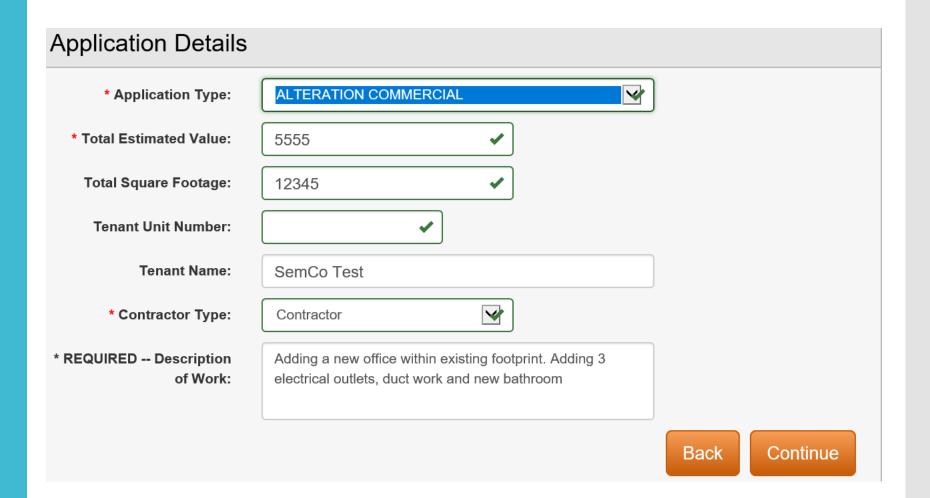


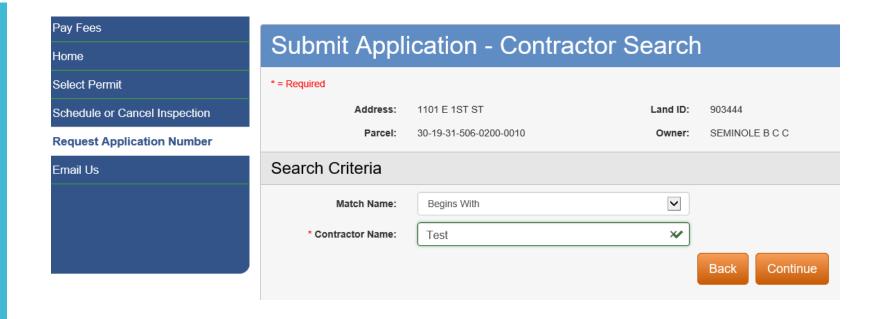


Search by address or parcel. Commercial projects are typically easier to find by parcel.

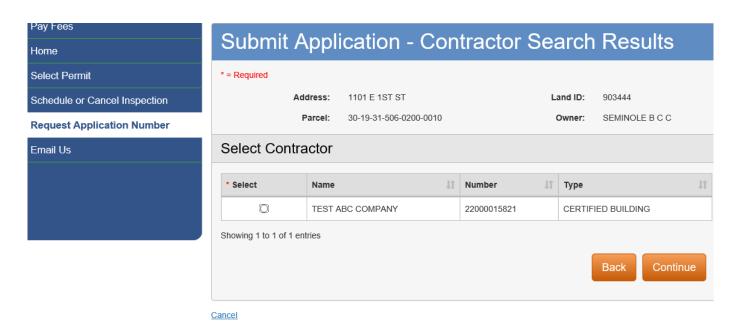


Select the correct address, including the suite or apartment number. If this is a new structure and you are unable to locate the address online select the closet address. Then just type "unable to locate address online," on your application under "Description of Work."





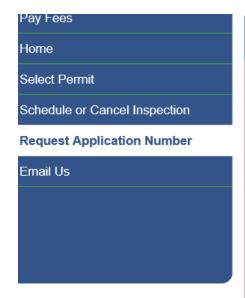
When entering the Contractor name, less is more. Test ABC Company is the contractor to attach to this request so I used "Test" only to search.

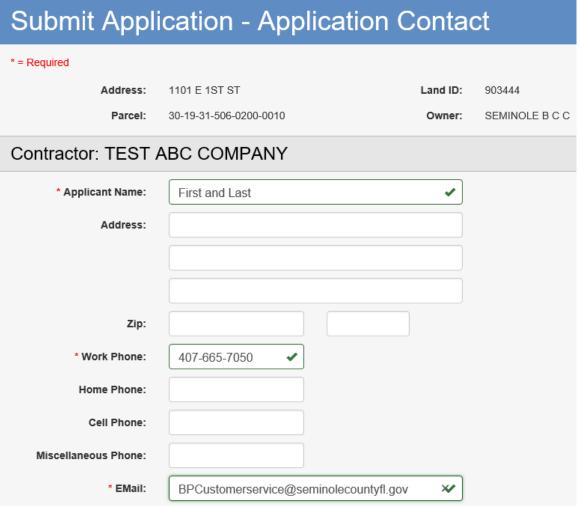


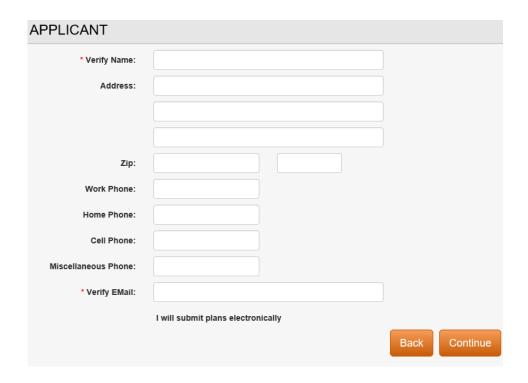
Select the correct contractor name and license number. If you are unable to find the correct contractor license, you may not be current in our contractor database. Submit the required information found on the <u>Building Division's website</u> under "Permitting Information" then "Register your contractor license with Seminole County."

The next screen will ask for the Applicant's information then to confirm the information. This will be the individual that will be uploading, downloading, completing tasks and receiving email notifications from ePlan ProjectDox.

We highly recommend a general email account (e.g. permits@testabcompany.com) so if someone is out of the office others may have access to ePlan ProjectDox.



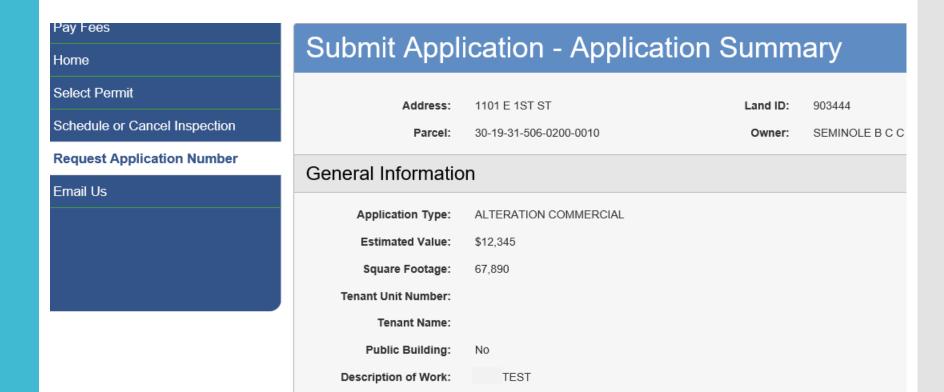




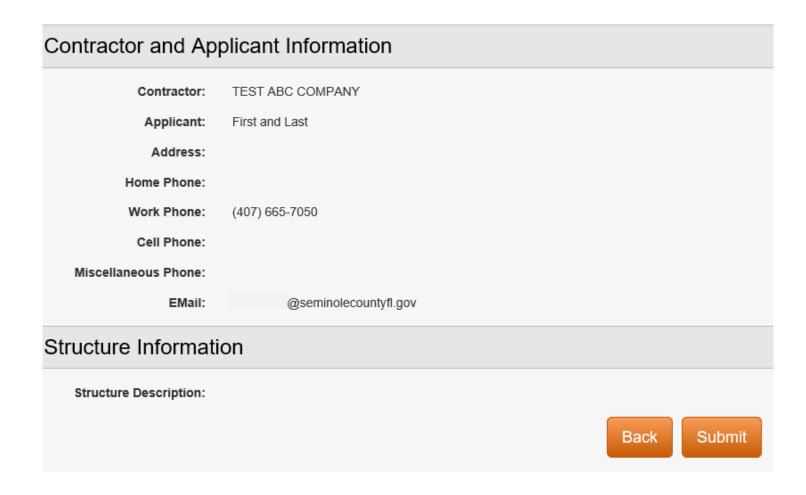
"I will submit plans electronically" includes a completed & signed application and property appraiser print out. If the applicant is the license holder than a signature acknowledgment form will be required. All other individuals will require a power of attorney from the license holder. These are the minimum documents required for any building permit type.



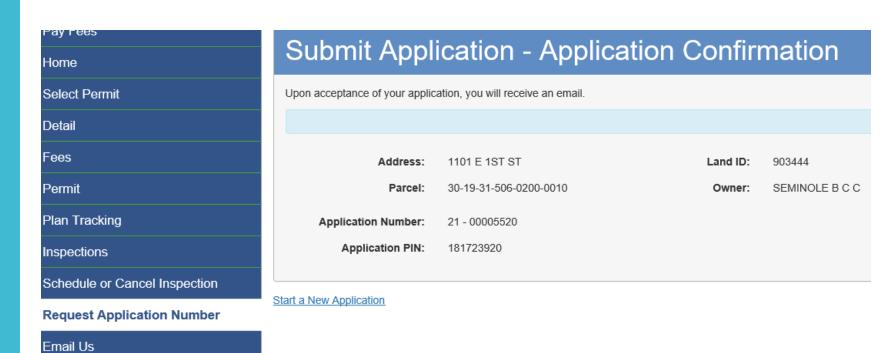
The Structure page is only required to be completed if you are building a structure from the ground up. e.g. SFR, addition, mail kiosk, dumpster enclosure, etc. If not, click continue.



Review your information prior to submitting your request.



Confirm the information you have entered and click "Submit."



You will receive an Application Number. You will also receive an email to the email address provided. You have ten days to upload your files and complete your task in ePlan ProjectDox.



Terms to Know...

ePlan- also known as Electronic Plan Review, Project Dox version 9.1 or ProjectFlow

Applicant- Individual that is uploading and completing tasks. This individual was named as the Applicant on the Building Permits Online request to reserve your application number.

Task- assignment given in ePlan to proceed with the next step of the approval process. ALWAYS COMPLETE YOUR TASK TO PREVENT ANY DELAY.

eForm- the window that opens once you click on your task.

Internet Explorer (IE (E)) will give you the best experience with ePlan ProjectDox. You will need to download components (found on the bottom of ePlan login page) for Internet Explorer, without the components you will not be able to view documents without downloading each one.

Chrome and other browsers will work however, will also limit your functionality. This may include viewing files, corrections and ability to complete your task due to the page formatting. If you have any inconsistencies in another browser try IE as it solves the majority of our customers needs.

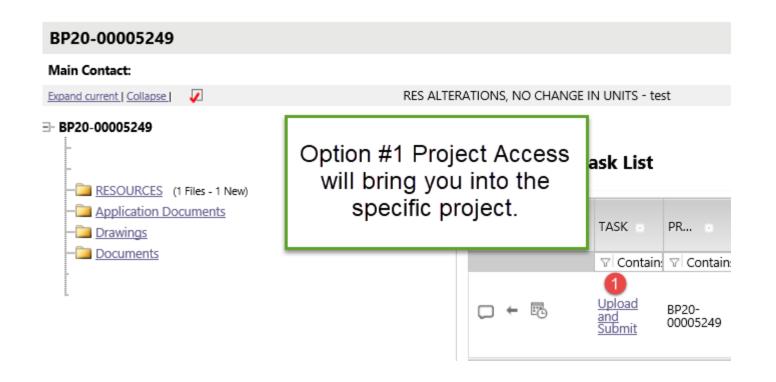
Project:	BP21-00006310
Project Description:	ALTERATION COMMERCIAL
Task:	Upload and Submit
Assigned by:	Building Division
Project Access Login to Electronic Plan Review	

Option #1 *Project Access* will have you login and bring you directly to the specified project number in the email.

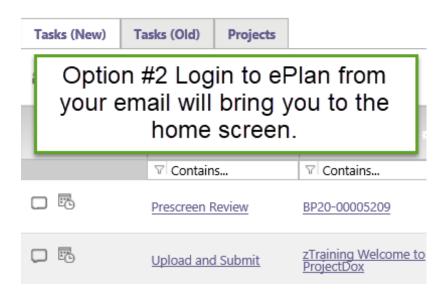
Option #2 Login to Electronic Plan Review will bring you to the home screen where you can see all tasks and projects



Either option will have you login first. First time users will receive a temporary password in their email. Internet Explorer will give you the best experience with our system.



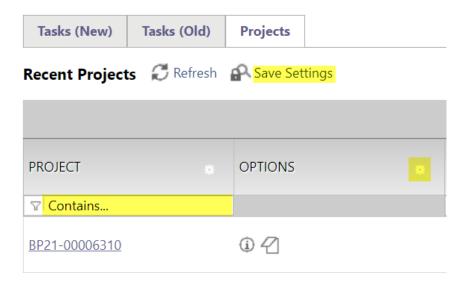
Click on your task to see instructions, upload and complete your task. Remember, by completing the task it will notify the County you are ready for review. No emails are needed unless you have a question of course.



Option #2 brings you to the home screen where you can search any project under the "Projects" tab. If you see anything listed under Tasks (New) then we are waiting for you to complete the task to proceed in the review process.

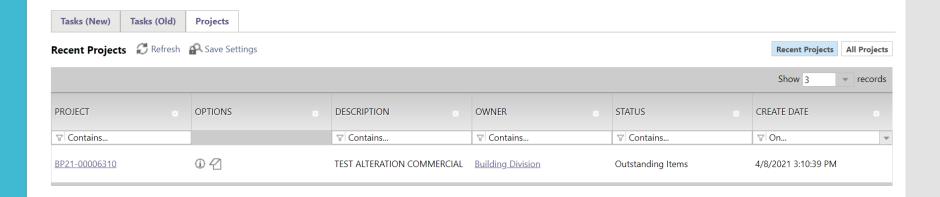


After you login, if you are in doubt whether you have a task to complete, just click "All Tasks." If anything is listed there, again we are waiting for you to complete the task to notify Seminole County you are ready for review.

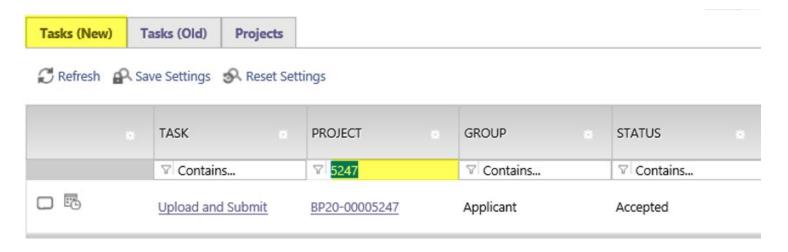


to the column and select Hide. You may hide more than one column at a time by selecting Column Chooser.

After customizing your screen click "Save Settings" to retain your settings for the next time you login.



The Project tab will offer "Recent Projects" which are projects you have entered into. "All Projects" will allow you to utilize the search column to locate a specific project. The "Projects" tab will also give you a more intuitive status of your project.



Under any tab, you may choose to search for the labeled criteria. For the project number, start by entering the number in the search box under the Project column. Remember, less is more in this system too. I was searching BP20-00005247 under the Tasks (New) tab, however I only entered 5247 and it populated my task.

The *Resources* folder in the project or tab on the eForm provides great convenient assistance.

This folder/tab contains links regarding digital signatures, forms and submittal guides amongst many other links to assist you with your permitting needs. It also contains contact numbers for various agencies that may be involved in your project as seen on the next slide.

Folder

Documents



Review Information | Application Information | Structure Information | Global File Compare | Resources | Checklist Items | Routing Slip

Important links that will

assist you with your

permitting needs

Seminole County Resources

Click View Chapter for Digital Signatures for Architects

Click View Rule for Digital Signatures for Engineers

Concurrency and Impact Fees

Environmental Services- Water and Sewer

ePlan Applicant Tasks

ePlan Applicant User Guide

ePlan Naming Convention

Health Department for Septic

Pay Permitting Fees Online

Seminole County Fee Resolution, permit fees start on page 15

Seminole County Property Appraiser

St. John's Water Management District (SJWMD)

Submittal Guides, Forms and Applications

Task Instructions

- 1. Click the 'View/Edit Checklist Items' button to view corrections. Address all Not Met items. If entering an Applicant Response on the checklist, click the green 'Save' and gray 'Save' buttons.

 2. If applicable, click on the 'View/Edit Changemark items' to view corrections.

 3. If applicable, click on 'Add Comment' button to add a Discussion Comment then click 'Save.'

 4. Upload files into the appropriate folders below (if requested). If uploading revised files, use exactly the same name as the

- original to version over the previous file.

- 5. Select <u>all</u> 3 statement checkboxes below.
 6. Click 'Complete' to notify Seminole County you are ready for review
 7. For detailed instructions, including digital signature and file naming convention, refer the Resource Tab

We have added detailed instructions on each eForm on how to complete your task. Please read carefully and complete each step to your task is complete so it notifies Seminole County you are ready for review.

Click on the *Application Documents* name of the folder. Clicking the folder icon itself will not open it. This can be done from the eForm or by entering into the project. These folders would be on the left hand side in the project and midway down on the eForm.



Application Documents

This folder should contain a <u>minimum</u> of a signed application, Property Appraiser print out, and a Power of Attorney (POA) or Signature Acknowledgement form. A POA will be required if the contact person is someone other than the license holder

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 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.

View Folders Upload Files

Once the folder is open your *Upload Files* button will appear.

Each file should be uploaded as a correctly named <u>individual</u> PDF file, unless it is a multipage document such as the Property Appraiser's print out or the 2 page Commercial application. Files that are not plan sheets can be intuitively named such as Application, POA, Dig Form etc..

Folder: BP20-00005247/Application Documents

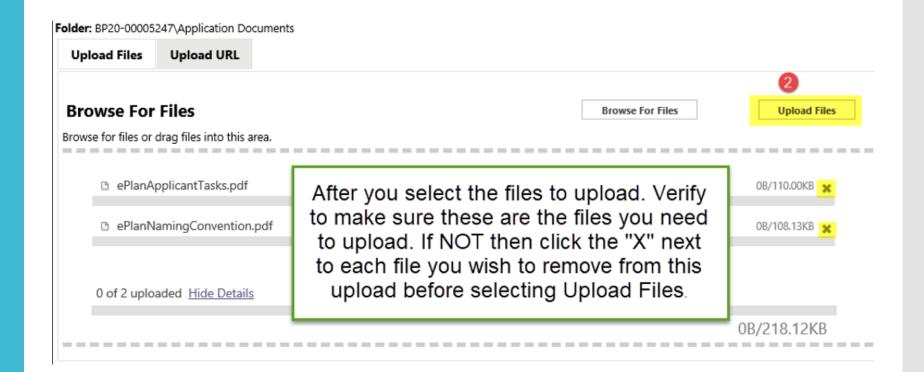
Upload Files

Browse For Files

Browse for files or drag files into this area.

Once you select Upload Files then you will select Browse for Files to upload them from your computer where they were scanned and saved.

You may also drag and drop files into the ---outlined---area.



The following files have been uploaded:

- 1. ePlanApplicantTasks.pdf
- 2. ePlanNamingConvention.pdf

Notifies you of files uploaded.

If the text of the file name shows in black than it is the first time this file name has been used in this folder.

Documents Folder

The *Documents* folder will contain a mixture of signed & sealed and informational documents related to plan review.

Some examples of files that will be uploaded to the Documents folder are, narratives, gas plan worksheets, truss engineering, load calculations, energy calculations, Seminole County Product Approval form and the site plan.

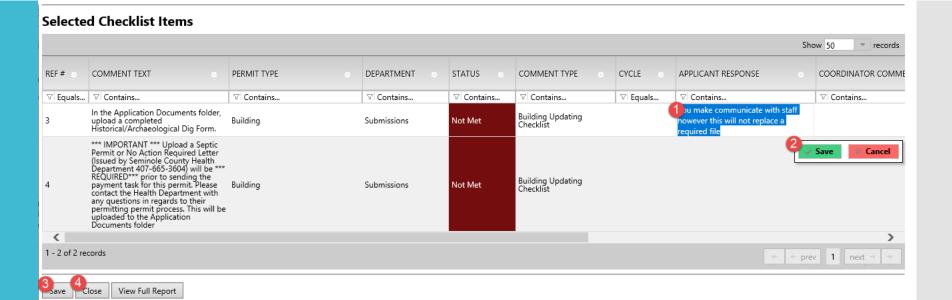
Drawings Folder

This is where your plan set will be uploaded.
They must be properly named (See Naming Convention in Resources) digitally signed and sealed plan sheets will be uploaded individually as a pdf to the *Drawings* folder. If they are not digitally signed and sealed then you must submit the original wet or embossed stamped plans to our office to be uploaded at an additional fee per page.

View/Edit Changemark Items (0)

View/Edit Checklist Items (2)

If you receive a correction task when you open the eForm by clicking on the task name, you will be able to click on the buttons above to see your corrections.



When you view your checklist items it will appear like this. You may add comments to the "Applicant Response" column. This response will not take place of a required file to be uploaded. You will need to click "Save" in both locations shown above to retain the information.

Reminder, NOT MET items need to be addressed immediately. INFORMATIONAL items will be required prior to permit issuance or certificate of completion or occupancy

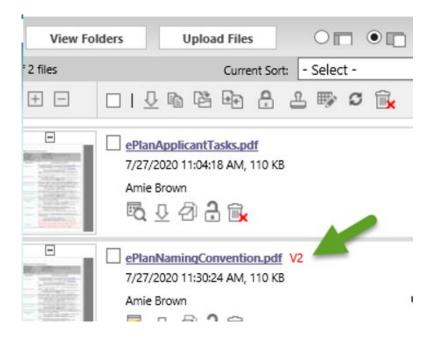


Files highlighted in blue are **version candidates**.

They will be versioned **if** the file content has been changed in any way.

When the files are highlighted in blue you are placing a version over your current uploaded files. This is why we request you name corrections the SAME EXACT name. If there have been no changes to the file, it will appear as uploading however it will not. See caption highlighted below.

Files names should be exactly the same as the one you are replacing. There should not be duplicate pages or forms with the same information uploaded. e.g. oo1 a1 cover sheet or application.



In this example V2 means the version of the file. You will always name the file <u>exactly</u> the same as the previous, character by character, so you see it version over.

This is <u>required</u> during plan review for any corrections and all revisions applied for after issuance.

**** Important****

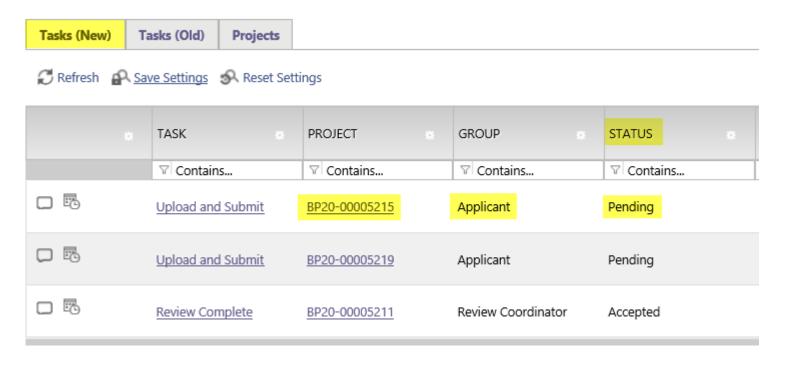
If this is a new commercial structure, adding square footage to a commercial parcel or altering the exterior of an existing structure, then you will want to contact Planning and Development. They can be reached at 407-665-7371, to see if there are additional requirements to meet the Land Development Code.



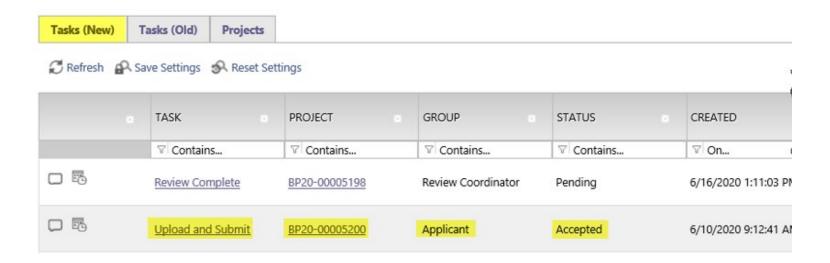
ePlan? Tasks?

Please remember that ePlan relies on both sides, the Applicant and Seminole County, completing their tasks in order to proceed through the online process.





Once you login to ePlan you will see the task is <u>pending</u> on your Active Task List it is **NOT** being reviewed at this time. We are waiting for you to complete this task so we may continue the process.



This shows the task was <u>accepted</u> but **NOT** completed. This means the eForm has been opened by the Applicant. Please complete the task so we may proceed with the review.



If you see this then you have successfully completed your task and Seminole County is now processing your permit application package.

The final email notification the Applicant will receive is to let you know your permit has been issued. You will need to download and print all *Approved Documents* and/or *Approved Drawings* for the job site. Work should not commence without an approved permit this will place you and your customer at risk of a code violation.

Electronic Plan Review

Please do not reply to this email, it is system generated.

Hello Amie:

You are receiving this email in regards to application BP20-00005250.

Congratulations! You're permit has been issued. Login to ePlan and download all available files in the Approved Documents and Approved Drawings folders for your job site. If a revision is required for your approved scope of work you may email BPCustomerService@seminolecountyfl.gov requesting a revision. An email notification will be sent for you to upload the Revision form found on our website along with the applicable plan changes.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The ePlan Applicant User Guide is also a great reference for information on how to use our online permitting system.

Project:	BP20-00005250
Project Description:	UNDERGROUND FIRE MAIN INSTALLATION - test
Task:	Notify Download
Project Access Login to Electronic Plan Review	

- Email is the primary means of communication
- Print all files from your Approved Documents and Approved Drawings folder for the job site
- You may print from your office or download them and take to a print company
- The approved plans and documents <u>do not</u> have to be in color however they must be legible and sized correctly

ePlan is a task driven program. The Applicant will receive email notifications when a task needs to be completed. By completing your task it will notify the County you are ready for review. No additional emails are required.

All documents and plans should be uploaded as individual PDF files and properly named as outlined in our Naming Convention or Applicant User Guide. If you have any questions please do not hesitate to contact us at 407-665-7050 or via email to

BPCustomerService@seminolecounty.com.

Project Reports can provide you helpful information regarding your application any time of day. You are required to login to ePlan to view this information. This information may be exported to share with others.

If your questions are not answered with these reports please do not hesitate to contact us at 407-665-7050 or emailing us at BPCustomerService@SeminoleCountyFL.gov.

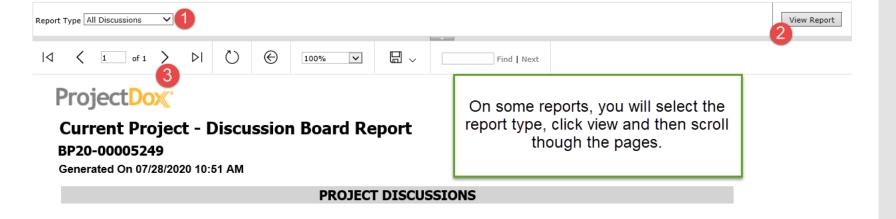


Once you are in a project you may utilize these reports to monitor your application during the review process.

View	Report Name
Q	Current Project - All Emails Sent Detailed Report
Q	Current Project - All Uploaded Files with Sheet Sizes
Q	Current Project - Discussion Board Report Expanded
Q	Current Project - Discussion Board Report
Q	Current Project - Files Viewed By Date
Q	Current Project - Users Entered By Date
Q	ProjectFlow - Changemarks
Q	ProjectFlow - Checklist Items
Q	ProjectFlow - Department Review Status
Q	ProjectFlow - Discussion Board Plan Review Report
Q	ProjectFlow - Review Details Report
Q	ProjectFlow - Workflow Routing Slip



Some reports will have you select what you would like to see.



This concludes this session of using our online permitting system. If you have any questions please contact Amie Brown at abrowno3@seminolecountyfl.gov