

# ePlan ProjectDox

Submission to Issuance

# Seminole County ePlan ProjectDox

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 to have them printed.

# Seminole County ePlan ProjectDox

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. Business tax receipt companies (fence, water softener, etc.) renew annually by 9/30. All others (gas, fire, specialty, etc.) go by the expiration on your license and will need to provide items 1-3.

### **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. 1<sup>st</sup> 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](mailto: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.

# Seminole County ePlan ProjectDox

## MOST REQUESTED



Building Permits



Emergency Rental Assistance  
Program



Proposed Impact Fees



Pay Water Bill



Attainable Housing

Start your building permit submittal by going to [www.seminolecountyfl.gov](http://www.seminolecountyfl.gov) and select Building Permits from the homepage.

# Seminole County ePlan ProjectDox

Bookmark this page or save as one of your favorites. Anything related to a building permit will be found here on the [Building Division](#) website.

Click on [BUILDING PERMITS ONLINE](#), on the left side, to initiate your building permit submittal.

## BUILDING

[Home](#) / [Departments & Services](#)

[Building Division Contacts](#)

[BUILDING PERMITS ONLINE](#)

[EPLAN LOG-IN](#)

# Seminole County Building Permits Online

The following will assist you with applying for a Building Permit Request Online. You will upload all documentation files into the ePlan Project Dox system.

- Pay Fees
- Home
- Select Permit
- Schedule or Cancel Inspection
- Request Application Number**
- Email Us

### Submit Application - Select User Class

\* = Required

Select the preferred user class from the list below

\* Type of Applicant:  ✓ v

[Continue](#)

# Seminole County Building Permits Online

## Submit Application - Parcel Search

\* = Required

Select the method you'd like to use to search for the property for your application.

Search Method:

Address

Address

Parcel

### Search Criteria

Street Number:

1101

Direction:

EAST

\* Street Name:

1st

Suffix:

STREET

Back

Continue

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

# Seminole County Building Permits Online

## Submit Application - Parcel Search Results

\* = Required

Back

Continue

* Select	Address	Unit	Parcel Number
<input type="radio"/>	1101 E 1ST ST		30-19-31-506-0200-0010
<input checked="" type="radio"/>	1101 E 1ST ST	TEST	30-19-31-506-0200-0010

Showing 1 to 2 of 2 entries

Back

Continue

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."



# Seminole County Building Permits Online

## Request Application Number

\* = Required

Address: 1101 E 1ST ST

Land ID: 903444

Parcel: 30-19-31-506-0200-0010

Owner: SEMINOLE B C C

### Application Details

\* Application Type:

ELECTRIC SOLAR WIRING



\* Total Estimated Value:

123456



Total Square Footage:

Tenant Unit Number:

Tenant Name:

\* Contractor Type:

Contractor



\*\* REQUIRED --  
Description of Work:



Back

Continue

Do not copy and paste nor insert special characters (ex: single quote, double quote or ampersand) into the Description of Work.

# Seminole County Building Permits Online

## Submit Application - Contractor Search

\* = Required

Address:	1101 E 1ST ST	Land ID:	903444
Parcel:	30-19-31-506-0200-0010	Owner:	SEMINOLE B C C

### Search Criteria

Match Name:

\* Contractor Name:

When entering the Contractor name, less is more. Search by the company name. In this example, Test ABC Company is the contractor I want to attach to this request. I searched only by Test.

# Seminole County Building Permits Online

## Submit Application - Contractor Search Results

\* = Required

Address: 1101 E 1ST ST      Land ID: 903444  
Parcel: 30-19-31-506-0200-0010      Owner: SEMINOLE B C C

### Select Contractor

* Select	Name ↑↓	Number ↑↓	Type ↑↓
<input type="radio"/>	TEST ABC COMPANY	24000015821	CERTIFIED BUILDING

Showing 1 to 1 of 1 entries

[Back](#) [Continue](#)

Select the correct contractor's 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 page 3 of this packet. Once you receive confirmation your license has been added or updated, you may apply again.

# Seminole County Building Permits Online

The next screen will ask for the Applicant's information then, enter again 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](mailto:permits@testabcompany.com)) so if someone is out of the office others may have access to the project in ePlan ProjectDox.

# Seminole County Building Permits Online

## Submit Application - Application Contact

\* = Required

Address: 1101 E 1ST ST

Land ID: 903444

Parcel: 30-19-31-506-0200-0010

Owner: SEMINOLE B C C

Contractor: TEST ABC COMPANY

\* Applicant Name:

Amie Brown



Address:



Zip:

32771



\* Work Phone:

407-665-



Home Phone:

Cell Phone:

Miscellaneous Phone:

\* EMail:

@seminolecountyfl.gov



# Seminole County Building Permits Online

APPLICANT

\* Verify Name: Amie Brown ✓

Address:

Zip: 32771 ✓

Work Phone: 407-665-

Home Phone:

Cell Phone:

Miscellaneous Phone:

\* Verify EMail: @seminolecountyfl.gov ✓

Back Continue

All submittals are required to include a completed & signed application and property appraiser print out. If the applicant is the license holder than a notarized Signature Acknowledgment form will be required. All other individuals will require a notarized Power of Attorney from the license holder. These are the minimum documents required for any building permit type.

# Seminole County Building Permits Online

## Click2Gov Building Permit - Structure Information

\* = Required

Address:	1101 E 1ST ST	Land ID:	903444
Parcel:	30-19-31-506-0200-0010	Owner:	SEMINOLE B C C

### Structure Details

You are required to upload electronic plans.

Contractor: TEST ABC COMPANY

Structure Description:

Back

Continue

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.

# Seminole County Building Permits Online

## Submit Application - Application Summary

Address: 1101 E 1ST ST

Land ID: 903444

Parcel: 30-19-31-506-0200-0010

Owner: SEMINOLE B C C

### General Information

Application Type: ELECTRIC SOLAR WIRING

Estimated Value: \$123,456

Square Footage:

Tenant Unit Number:

Tenant Name:

Public Building: No

Description of Work: test

Review your information prior to submitting your request.



# Seminole County Building Permits Online

## Contractor and Applicant Information

Contractor: TEST ABC COMPANY

Applicant: Amie Brown

Address: 32771

Home Phone:

Work Phone: (407) 665-

Cell Phone:

Miscellaneous Phone:

E-Mail: @seminolecountyfl.gov

## Structure Information

Structure Description:

Back

Submit

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

# Seminole County Building Permits Online

## Submit Application - Application Confirmation

Upon acceptance of your application, you will receive an email.

Address: 1101 E 1ST ST

Land ID: 903444

Parcel: 30-19-31-506-0200-0010

Owner: SEMINOLE B C C

Application Number: 23 - 00000574

Application PIN: 6442002

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

[Click here to assign subcontractors](#)

[Start a New Application](#)

**You may add your subcontractor now. If they can't be found then notify them to submit their licensing information shown on page 3**

You may add your subcontractors. This will let you know if their license is current in our database. If they can't be found, then they will need to submit all licensing requirements to [BPCustomerService@seminolecountyfl.gov](mailto:BPCustomerService@seminolecountyfl.gov)

# Seminole County Building Permits Online

## Submit Application - Application Confirmation

Upon acceptance of your application, you will receive an email.

Address:	1101 E 1ST ST	Land ID:	903444
Parcel:	30-19-31-506-0200-0010	Owner:	SEMINOLE B C C
Application Number:	23 - 00000574		
Application PIN:	6442002		

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

[Click here to assign subcontractors](#)

Also, this page will show your application number. You will also receive an email to the email address you provided. You have ten days to upload your files and complete your task in ePlan ProjectDox.

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***Terms to Know...***

**ePlan-** also known as Electronic Plan Review, Project Dox 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.

# Seminole County ePlan ProjectDox

Clearing your internet browser cache may also help. Here is how to clear cache on some common internet browsers:

[Chrome](#)

[Edge](#)

[Safari](#)

[Firefox](#)

Seminole  
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Project:	<b>BP21-00006310</b>
Project Description:	<b>ALTERATION COMMERCIAL</b>
Task:	<b>Upload and Submit</b>
Assigned by:	<b>Building Division</b>
<a href="#"><u>Project Access</u></a>   <a href="#"><u>Login to Electronic Plan Review</u></a>	

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

# Seminole County ePlan ProjectDox



**ELECTRONIC PLAN REVIEW**

Welcome to our website. By logging into Electronic Plan Review, you are agreeing to comply with and be bound by the Seminole County terms and conditions of use. These can be found by clicking the County map image to the left.



E-mail:

Password:

[Forgot your password?](#)

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[Sign up for Eplan Training](#)

[Important Announcements from Seminole County Building Division](#)

	To install ProjectDox components <a href="#">Click here</a>	To create a desktop shortcut  drag & drop icon on your desktop	To add ProjectDox to your favorites <a href="#">Click here</a>
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Either option will have you login first. First time users will receive a temporary password in their email. You no longer need to download the components.



# Seminole County ePlan ProjectDox

**BP20-00005249**

Main Contact:

[Expand current](#) | [Collapse](#) |

RES ALTERATIONS, NO CHANGE IN UNITS - test

**BP20-00005249**

- RESOURCES (1 Files - 1 New)
- Application Documents
- Drawings
- Documents

**Task List**

TASK	PR...
<a href="#">Upload and Submit</a>	BP20-00005249

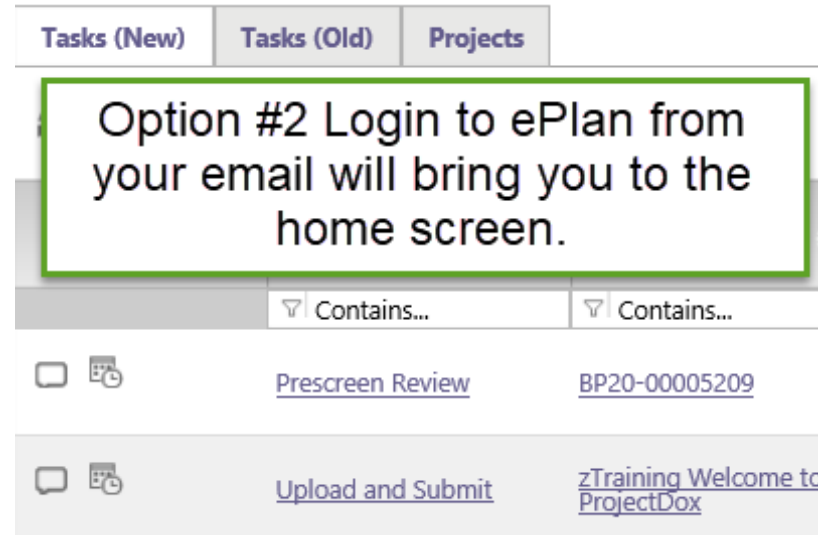
Option #1 Project Access will bring you into the specific project.

Click on the task name to see the Task Instructions, to assist in completing the Upload and Complete task. Remember, by completing the task it will notify the County you are ready for review.

**NOT COMPLETEING YOUR TASK WILL CAUSE A DELAY IN YOUR REVIEW**

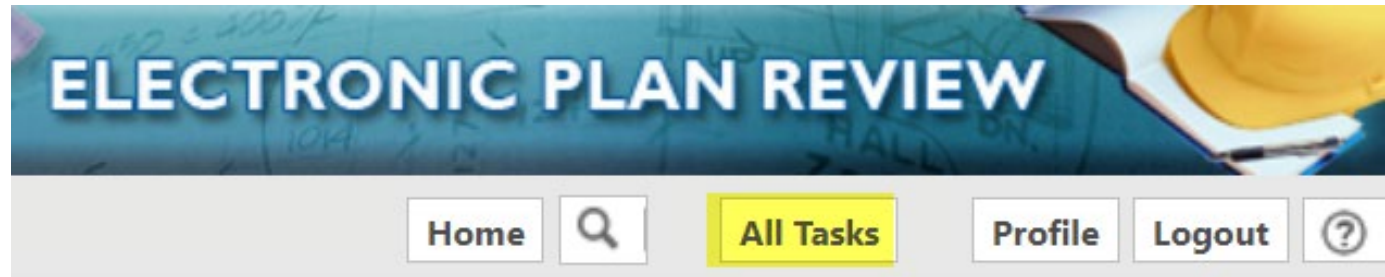
No emails are needed unless you have a question of course.

# Seminole County ePlan ProjectDox



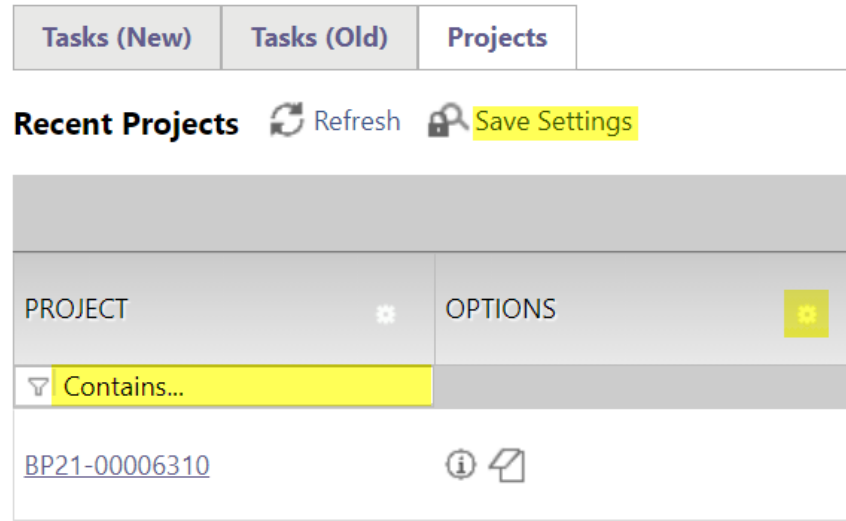
Option #2 brings you to the home screen where you can search any project under the "Projects" tab. If you see **anything** listed under Tasks (New) then we are waiting for you to complete the task to proceed in the review process.


# Seminole County ePlan ProjectDox



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. Reminder, there are Task Instructions on how to complete the task once you click on the task name.



# Seminole County ePlan ProjectDox



**Hide or remove columns:** click the Settings buttons  next 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.

# Seminole County ePlan ProjectDox

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
<input type="text" value="Contains..."/>		<input type="text" value="Contains..."/>	<input type="text" value="Contains..."/>	<input type="text" value="Contains..."/>	<input type="text" value="On..."/>
<a href="#">BP21-00006310</a>	 	TEST ALTERATION COMMERCIAL	<a href="#">Building_Division</a>	Outstanding Items	4/8/2021 3:10:39 PM

The Project tab will offer “Recent Projects” which are projects you have entered. “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.

# Seminole County ePlan ProjectDox

Tasks (New) Tasks (Old) Projects

Refresh Save Settings Reset Settings

TASK	PROJECT	GROUP	STATUS
Contains...	5247	Contains...	Contains...
<a href="#">Upload and Submit</a>	<a href="#">BP20-00005247</a>	Applicant	Accepted

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.

AGAIN... if you see anything listed, Seminole County is NOT reviewing your submittal.

**ALWAYS COMPLETE YOUR TASK AS SOON AS  
UPLOADING IS COMPLETE**

# Seminole County ePlan ProjectDox

The **Resources** folder in the project or tab on the eForm, will give you a brief summary of how to complete the tasks that you will receive and are required to complete in ePlan. Completing your task notifies Seminole County you are ready to proceed in the review process.

This folder/tab also 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

- ...  **RESOURCES** (1 Files - 1 New)
- ...  [Application Documents](#)
- ...  [Drawings](#)
- ...  [Documents](#)

## eForm Tab



# Seminole County ePlan ProjectDox

[Review Information](#)

[Application Information](#)

[Structure Information](#)

[Global File Compare](#)

[Resources](#)

[Checklist Items](#)

[Routing Slip](#)

## 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](#)

Important links that will  
assist you with your  
permitting needs



# Seminole County ePlan ProjectDox

## 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 all 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 brief, detailed instructions on each eForm on how to complete your task to proceed in the process. Please read the Task Instructions carefully. Then, complete each step to ensure your task is complete, this notifies Seminole County you are ready for review.

# Seminole County ePlan ProjectDox

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 the project and clicking on the project number. These folders would be found on the left-hand side within the project or found midway down on the eForm.



## Application Documents

This folder should contain a minimum 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

These files are required for EVERY PERMIT we issue.

# Seminole County ePlan ProjectDox

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 individual PDF, 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, App, Sig. Ack., POA, Dig Form etc..

# Seminole County ePlan ProjectDox

## Electronic Plan Review

[Close Window](#)

Folder: BP20-00005247\Application Documents

Upload Files

Upload URL

### Browse For Files

Browse for files or drag files into this area.

1  
Browse For Files

Upload Files

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.

# Seminole County ePlan ProjectDox

Folder: BP20-00005247\Application Documents

Upload Files

Upload URL

## Browse For Files

Browse For Files

2

Upload Files

Browse for files or drag files into this area.

ePlanApplicantTasks.pdf

0B/110.00KB ✕

ePlanNamingConvention.pdf

0B/108.13KB ✕

0 of 2 uploaded [Hide Details](#)

0B/218.12KB

After you select the files to upload. Verify to make sure these are the files you need to upload. If NOT then click the "X" next to each file you wish to remove from this upload before selecting Upload Files.

# Seminole County ePlan ProjectDox

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/or the site plan depending on your scope of work.



## Drawings Folder

This is where your construction plan set will be uploaded. They must be individual, digitally signed and sealed PDF's, properly named (see Naming Convention in Resources), plan sheets uploaded 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.

\*\*Each page must be signed and sealed. Breaking a digitally signed and sealed multipage file will break the digital signature.

# Seminole County ePlan ProjectDox

[View/Edit Changelog 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.

# Seminole County ePlan ProjectDox

## Selected Checklist Items

Show 50 records

REF #	COMMENT TEXT	PERMIT TYPE	DEPARTMENT	STATUS	COMMENT TYPE	CYCLE	APPLICANT RESPONSE	COORDINATOR COMMENT
3	In the Application Documents folder, upload a completed Historical/Archaeological Dig Form.	Building	Submissions	Not Met	Building Updating Checklist			
4	*** IMPORTANT *** Upload a Septic Permit or No Action Required Letter (Issued by Seminole County Health Department 407-665-3604) will be *** REQUIRED*** prior to sending the payment task for this permit. Please contact the Health Department with any questions in regards to their permitting permit process. This will be uploaded to the Application Documents folder	Building	Submissions	Not Met	Building Updating Checklist			

1 - 2 of 2 records

3 Save 4 Close View Full Report

1 You make communicate with staff however this will not replace a required file

2 Save Cancel

When you view your checklist items, it will appear as above. 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.

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Reminder, **NOT MET** checklist items need to be addressed immediately.

**INFORMATIONAL** items will be required prior to sending a task for payment or certificate of completion or occupancy

# Seminole County ePlan ProjectDox

The following files have been uploaded:

1. ePlanApplicantTasks.pdf
2. ePlanNamingConvention.pdf

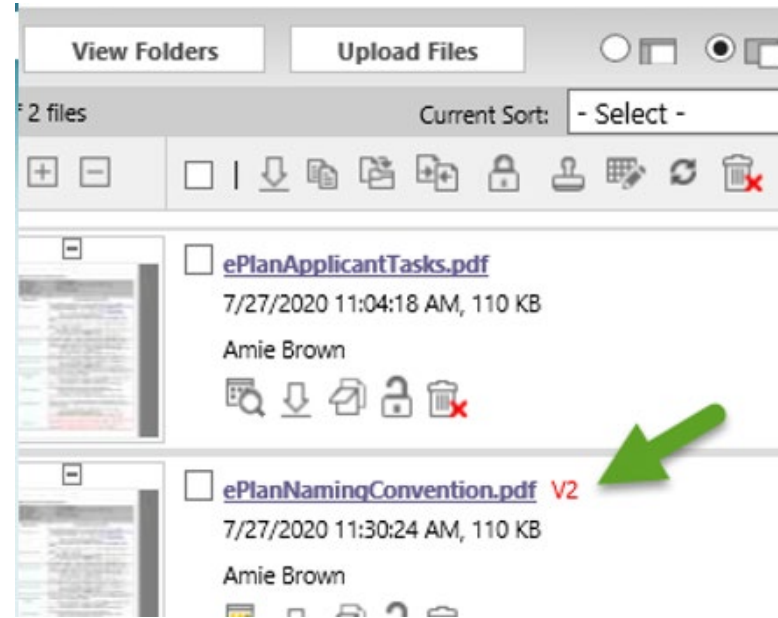


Files highlighted in blue are **version candidates**.  
They will be versioned **if** the file content has been changed in any way.

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 the same as the one you are replacing. Character by character. There should not be duplicate pages or forms with the same information uploaded. e.g., 001 a1 cover sheet or application.

# Seminole County ePlan ProjectDox



In this example V2 means the version of the file. You will always name the file exactly the same as the previous, character by character, so you see it version over. This is required 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.

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**ePlan? Tasks?**






# Seminole County ePlan ProjectDox

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



# Seminole County ePlan ProjectDox

	TASK	PROJECT	GROUP	STATUS
	Contains...	Contains...	Contains...	Contains...
	<a href="#">Upload and Submit</a>	<a href="#">BP20-00005215</a>	Applicant	Pending
	<a href="#">Upload and Submit</a>	<a href="#">BP20-00005219</a>	Applicant	Pending
	<a href="#">Review Complete</a>	<a href="#">BP20-00005211</a>	Review Coordinator	Accepted

Once you login to ePlan if you see the task is pending 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.

# Seminole County ePlan ProjectDox

Tasks (New)   Tasks (Old)   Projects					
Refresh   Save Settings   Reset Settings					
TASK	PROJECT	GROUP	STATUS	CREATED	
Contains...	Contains...	Contains...	Contains...	On...	
<a href="#">Review Complete</a>	<a href="#">BP20-00005198</a>	Review Coordinator	Pending	6/16/2020 1:11:03 PM	
<b>Upload and Submit</b>	<b>BP20-00005200</b>	<b>Applicant</b>	<b>Accepted</b>	6/10/2020 9:12:41 AM	

This shows the task was accepted 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 anything shows under this tab, then we are awaiting you to complete the task in order to notify Seminole County you are ready for review.

# Seminole County ePlan ProjectDox

Tasks (New)	Tasks (Old)	Projects		
Refresh		Reset Settings		
TASK	PROJECT	GROUP	STATUS	CREATED
Contains...	Contains...	Contains...	Contains...	On...
0 - 0 of 0 records				

If you see this then you have successfully completed your task and Seminole County is now processing your permit application package. Watch for emails for the next step.

# Seminole County ePlan ProjectDox

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 issued permit; this will place you and your customer at risk of a stop work order or 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! Your 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](mailto: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
<a href="#">Project Access</a>   <a href="#">Login to Electronic Plan Review</a>	

# Seminole County ePlan ProjectDox

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

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ProjectDox

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 digital signatures are required if you, the Applicant, are uploading the plans. Wet or embossed sealed plans must have the originals submitted to our office and you will be charged an additional fee to upload on your behalf.

If you have any questions, please do not hesitate to contact us at 407-665-7050 or via email to [BPCustomerService@seminolecounty.com](mailto:BPCustomerService@seminolecounty.com).

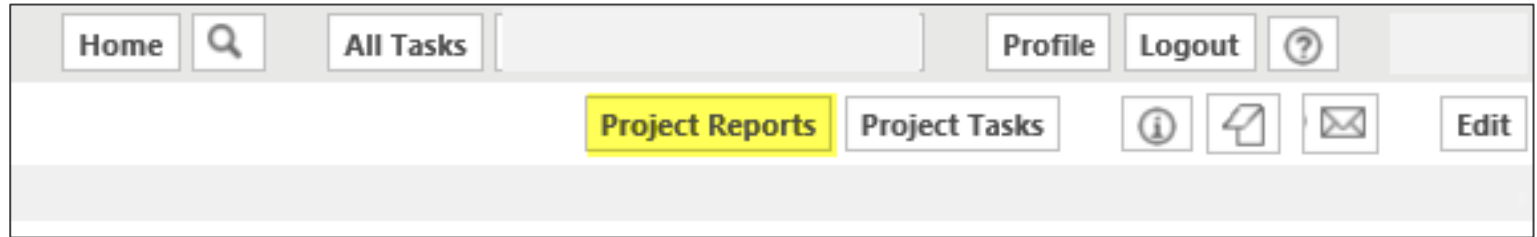
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Project Reports can provide you helpful information regarding your application any time of day. You are required to login to ePlan ProjectDox to view this information. This information may be exported to share with others.

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](mailto:BPCustomerService@SeminoleCountyFL.gov).















# Seminole County ePlan ProjectDox



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

# Seminole County ePlan ProjectDox

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

# Seminole County ePlan ProjectDox

Report Type

- All Discussions
- File Discussions
- Project Discussions

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

# Seminole County ePlan ProjectDox

Report Type **All Discussions** 1 View Report 2

1 of 1 100% Find | Next

**ProjectDox**

**Current Project - Discussion Board Report**  
**BP20-00005249**  
Generated On 07/28/2020 10:51 AM

**PROJECT DISCUSSIONS**

On some reports, you will select the report type, click view and then scroll through the pages.

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This concludes this session of using our online permitting system. If you have any questions, please contact Amie Brown at [abrown03@seminolecountyfl.gov](mailto:abrown03@seminolecountyfl.gov)