

# START HERE

To submit your  
request for a Building  
Permit through  
BPOne

## Applying Online

- Apply on [BPOne](#) to Submit Request for Application Number
- Verify [My Resident Information](#) to ensure you are permitting with the correct jurisdiction. If it states County or Agricultural you will permit with us. If the name of a city appears then you would permit through that city.

Selected Address: 1160 E SR 434 , WINTER SPRINGS, Florida 32708

[Map of this address \(Map\)](#)

Jurisdiction: WINTER SPRINGS

Selected Address: 4195 W LAKE MARY BLVD, LAKE MARY, Florida 32746

[Map of this address \(Map\)](#)

Jurisdiction: COUNTY

- Search a location by street address or parcel number.

2) Select an option below to search for the location:

- Street Address:**

Street Number:   
 Street Direction:    
 Street Name:  \*required  
 Street Suffix:

- Enter the parcel number:**

- Select the job address including any suite or apartment numbers. If this is a new structure and has not been previously addressed, select the closest address. You will upload your signed application stating “unable to find job address online.”

Address	Owner Name	Parcel Id
<a href="#">1101 E 1ST ST</a>	SEMINOLE B C C	30-19-31-506-0200-0010

- Select an Application type from the drop down box. **Ensure you view and select the correct type needed for your scope of work as the system automatically adds the plan review agencies needed for that application type, if any.**

\* **Application Type:**

- Enter an estimated job value for the total scope of work, including labor and materials.

\* **Total Estimated Value:**  (No decimals)

- Search for Contractor, enter the company name. Less is more in our system, so “Test ABC Contractor” company may be easier found by searching “test.”

**Contractor Type:**  Contractor

**Search for contractor name:**

(  Beginning with  Containing )

- Please give a Description of Work that explains your scope of work to complete this page. i.e. “Alteration” is not an acceptable description, however, “res. alteration to the kitchen layout and adding sink in the laundry room” is acceptable as well as the example below.

\* **Description of Work:**  
*Please list scope of work.*

location, trade, scope of work.  
  
Res. alteration. Adding 2 elec outlets to master bedroom, removing knee wall in the living room. |

- You will then select the correct company and license number you are utilizing for the project.

## Select a Contractor

Click on the contractor name hyperlink to chose that contractor.

Name	Number	Type	Year	License Number
<a href="#">TEST ABC COMPANY</a>	SEMINOLE COUNTY	CERTIFIED BUILDING		

- The following page will ask for a Contact Name and their information. Important: this will be the individual (Applicant) with access to the project in ePlan with the email address provided. This email address will receive all ePlan notifications. **We highly recommend a general email address in case anyone will need access to ePlan if someone is ill, on vacation, promoted or no longer with the company.**

\* **Contact Name:**    
First Name Last Name

\* **E-mail:**

- The next page will be for verification, this will be the last chance for you to change any of the information. This includes job address, contractor, contact person (Applicant), and email address associated with this project.
- The Structure page is only required to be completed if you are building a structure from the ground up. I.E. SFR, addition, mail kiosk, dumpster enclosure, etc. If not, click continue. **Structure Description:**
- After all this information has been entered and verified you may submit your request to reserve a permit application number.
- This page will show your reserved application number. We highly suggest you capture this information for reference. DISREGARD the Password/Pin. This is not the password for ePlan. If it is the first time using this email address with the County then you will receive your password for ePlan via email, and a link to the ePlan login page will be also be provided.

**Your application number is: 20 - 00015345**

You have now reserved an application number in our system. You will receive two emails, an invitation (below) and an Upload and Submit notification requesting you to upload your permit package into our ePlan system. The email will have a link to login to your project in ePlan/ ProjectDox. The email account listed under “contact” in your BPOne request will be the ePlan account your project may be found under once you log in to that system.

Seminole County Building  
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