

## **RESIDENTIAL EZ PERMITTING for CONTRACTORS**

**DO NOT ENTER A REQUEST THROUGH BPO NLINE**

### **Participation Requirements for the EZ Permitting Program**

- Contractor must fill out the provided Authorization Form and have it notarized. The original must be hand delivered or mailed to our office. This form will be kept on file for five (5) years, however it can be updated at any time by the contractor
- Contractor must have an escrow account with sufficient funds or pay by valid credit card
- Residential Application types accepted
  - Residential MISC Plumbing
  - Residential MISC Mechanical (size for size)
  - Residential MISC Electric
  - Residential Reroof – (Tile, Metal, and TPO Reroof must go through ePlan)
  - Residential Window/Door Replacement (size for size)
- Any Reroof or Window/Door permit application that requires a plan review, does not qualify for this program, (i.e. Metal, Tile, TPO, etc. for Reroof)
- Contractor must be up to date in our permitting system with their license and insurance information
- Must be able to email legible PDF document(s) to: **[EZPermits@seminolecountyfl.gov](mailto:EZPermits@seminolecountyfl.gov)**

### **Below are the Documents Required by Application Type**

- **Residential Mechanical – Residential Electrical – Residential Plumbing**
  - Completed Application – Include Valuation and Description of Work, noting Size for Size
  - Property Appraiser's Print Out
  - NOC (recorded and certified) if valuation is over \$2,500 for Electrical and Plumbing or \$15,000 and over for Mechanical
  - Mechanical – if replacing 1 of the units and not the entire system, provide an AHRI Letter or Site Specific Engineering for compatibility
- **Residential Windows/Doors**
  - Completed Application – Include Valuation and Description of Work
  - Property Appraiser's Print Out
  - Product Approval Form
  - Layout (please reference Line 4 on Product Approval Form)
  - NOC (recorded and certified) if valuation is over \$2,500
- **Residential Re-Roof**
  - Application - Include Valuation and Description of Work
  - Property Appraiser's Print Out
  - Re-roof Supplement Form
  - NOC (recorded and certified) if valuation is over \$2,500
  - Layout for skylights or partial reroof (if applicable)

Our goal is same day permit issuance for permit application packages received Monday through Friday by 2 p.m., **pending effects of significant EZ Permit submittals from customers within a given day.**

*Legal documentation (executed warranty deed) may be required if ownership of property has changed. The Property Appraiser's information determines the legal owner of record.*

*Permit will be placed on hold until we receive a recorded and certified NOC in our office.*

*NOTE: Condominiums are considered Commercial.*