

Mechanical, Electrical or Plumbing Permit Submittal Guide

CHECK OUT OUR EZ PERMITS

(Found with the submittal guides for same-day permits for contractors via email)

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.)
- Recorded Notice of Commencement if job value is greater than \$5,000. Mechanical only requires an NOC at \$15,000 and above– prior to the first inspection; may be emailed to bpcustomerservice@seminolecountyfl.gov if not uploaded at submittal.

In ePlan, select the DOCUMENTS FOLDER and upload the following possible additional forms as individual properly named pdf files:

- Layout showing the location of work – as applicable
- Riser Diagram – as applicable

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