

Owner / Builder Residential Permit Submittal Guide

REQUIRED FORMS:

- Residential Permit Application
- Property Appraiser's printout with legal description
- Owner / Builder Statement
- Recorded and Certified Notice of Commencement (required if the value of work is over \$2,500.00) – submitted to the Building Division prior to scheduling of first inspection. This may be emailed to bpcustomerservice@seminolecountyfl.gov, faxed to **407-665-7486** or submitted in person

POSSIBLE ADDITIONAL FORMS:

- Historical / Archaeological Form – if breaking ground
- Utility letter – Water and/or Sewer, if new construction or new connection and other than Seminole County's utilities
- Contingency letter or Septic permit from Health Department (Septic permit or contingency letter will be **required prior to issuance** only if on septic.)
- Arbor Application – if applicable. For arbor questions please call **407-665-7371**
- Shed in Easement Estoppel form – This may be requested during plan review by your Zoning Technician – as applicable

PLANS: (2 copies required)

- Site Plan showing the building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, house dimensions
- Construction Drawings
- Seminole County Product Approval Form – as applicable
- Truss engineering – as applicable
- Energy calculations – as applicable
- Gas Plan Worksheet – as applicable

NOTE: A Site Plan Example is available online on the Seminole County Building Division's [Forms and Applications page](#).

This is only a guide and may not be all-inclusive for your particular project.