

**Submitting a  
request for a  
building permit  
through  
Building Permits  
On-line**

## Applying Online

- Verify the Tax District on the Property Appraiser website or [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 acity appears then you would permit through that

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

- Apply on [Building Permits On-line](#) to Submit Request for Application Number
- Search a location by street address or parcel number.

Search Method: Address  
Parcel

**Search Criteria**

Street Number:

Direction:

\* Name:

Suffix:

- 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.”

\* = Required

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

Showing 1 to 2 of 2 entries


- 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:


- Select "Contractor."


\* Contractor Type:  

- Please give a Description of Work that explains your scope of work to complete this page. e.g. "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.

\* **REQUIRED -- Description of Work:**

- 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."

Match Name:  

\* Contractor Name:  

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

* Select	Name	Number	Type
<input type="checkbox"/>	TEST ABC COMPANY	22000015821	CERTIFIED BUILDING

Showing 1 to 1 of 1 entries

- The following page will ask for an Applicant information. The first, last name and their contact information. Important: This is 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. You will be required to confirm this information on the bottom of this screen.**

### 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:**  ✓

**Address:**

**Zip:**

**\* Work Phone:**  ✓

**Home Phone:**

**Cell Phone:**

**Miscellaneous Phone:**

**\* EMail:**  ✓

- 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.

### 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**

**Contractor:** TEST ABC COMPANY

**Structure Description:**

[Cancel](#)

- The next page will be for verification, this will be the last chance for you to change any information. This includes job address, contractor, contact person (Applicant), and email address associated with this project prior to submitting your request.

### Submit Application - Application Summary

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

#### General Information

<b>Application Type:</b>	ALTERATION COMMERCIAL
<b>Estimated Value:</b>	\$12,345
<b>Square Footage:</b>	67,890
<b>Tenant Unit Number:</b>	
<b>Tenant Name:</b>	
<b>Public Building:</b>	No
<b>Description of Work:</b>	c2g3 TEST

#### Contractor and Applicant Information

<b>Contractor:</b>	TEST ABC COMPANY
<b>Applicant:</b>	First and Last
<b>Address:</b>	
<b>Home Phone:</b>	
<b>Work Phone:</b>	(407) 665-7050
<b>Cell Phone:</b>	
<b>Miscellaneous Phone:</b>	
<b>Email:</b>	<input type="text"/> @seminolecountyfl.gov

#### Structure Information

<b>Structure Description:</b>
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[Cancel](#)

- This page will show your reserved application number. We highly suggest you capture this information for reference. If it is the first time using this email address with the County, then you will receive your temporary password for ePlan via email and a link to the ePlan login page will be provided.

### Submit Application - Application Confirmation

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

<b>Address:</b>	1101 E 1ST ST	<b>Land ID:</b>	903444
<b>Parcel:</b>	30-19-31-506-0200-0010	<b>Owner:</b>	SEMINOLE B C C
<b>Application Number:</b>	21 - 00005520		
<b>Application PIN:</b>	181723920		

[Start a New Application](#)

You have now reserved a building application number with Seminole County! You will receive an email invitation and an Upload and Submit task 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 “Applicant” in your [Building Permits Online](#) request will be the ePlan account your project will be found under. All files must be uploaded as individually named pdf. You may view our Submittal guides and naming convention for plan sheet on the [Building Division](#) website. You will need to complete the task to notify the County that you are ready for review. Contact us if additional assistance is needed.

Seminole County Building  
1101 E. 1<sup>st</sup> Street Sanford, FL 32771  
407.665.7050  
[BPCustomerService@SeminoleCountyFL.gov](mailto:BPCustomerService@SeminoleCountyFL.gov)