

## ePlan Fence Submittal Guide

**RESOURCES** 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:

- Residential Permit Application or Commercial Permit Application (include proposed fence height and type of fence in scope of work)
- Property Appraiser's printout with legal description
- Signature Acknowledgement Form (use if license holder is applying for the permit) **OR** Power of Attorney Form (use if license holder authorizes someone to apply for the permit on their behalf)
- Historical / Archaeological Form (required if breaking ground in any way during construction and all fence submittals)
- Fence in Easement Estoppel Form signed by property owner of record
- Recorded and Certified Notice of Commencement [or] signed contract for less than \$2,500.00 – submitted to the Building Division prior to scheduling of first inspection. This may be emailed to [bpcustomerservice@seminolecountyfl.gov](mailto:bpcustomerservice@seminolecountyfl.gov), faxed to **407-665-7486** or submitted in person

In ePlan, select the **DOCUMENTS FOLDER** and upload the following plans as individual properly named pdf files:

- Legible site plan showing:
  - The exact location of the proposed fence, height, style of fence and gates if located over a driveway
  - Setbacks measured from the property line to the fence location
  - Note: A site plan example is available online on the Seminole County Building Division's [Forms and Applications page](#).

**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 is required for each listed contractor and sub-contractor prior to issuance.**

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