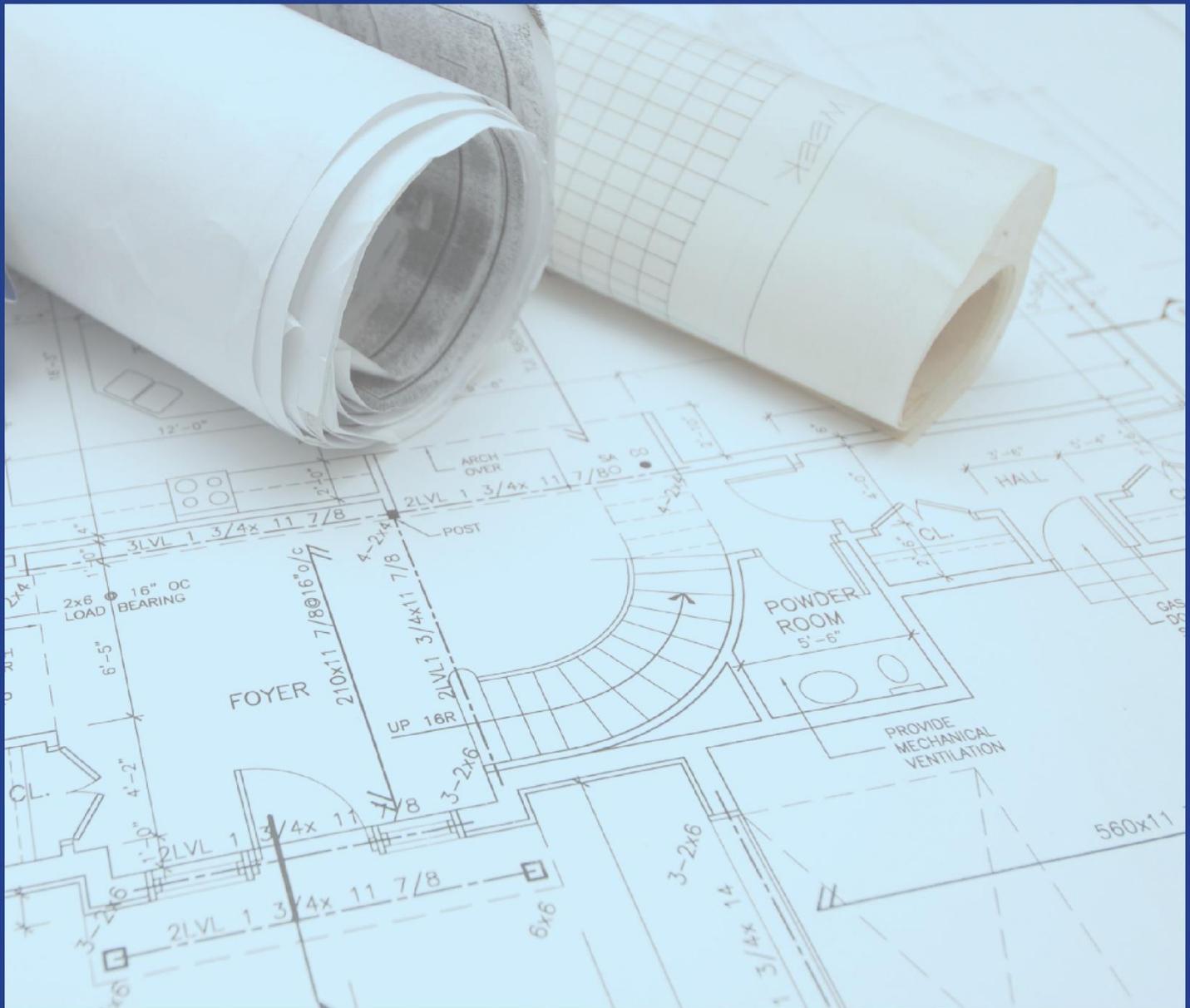


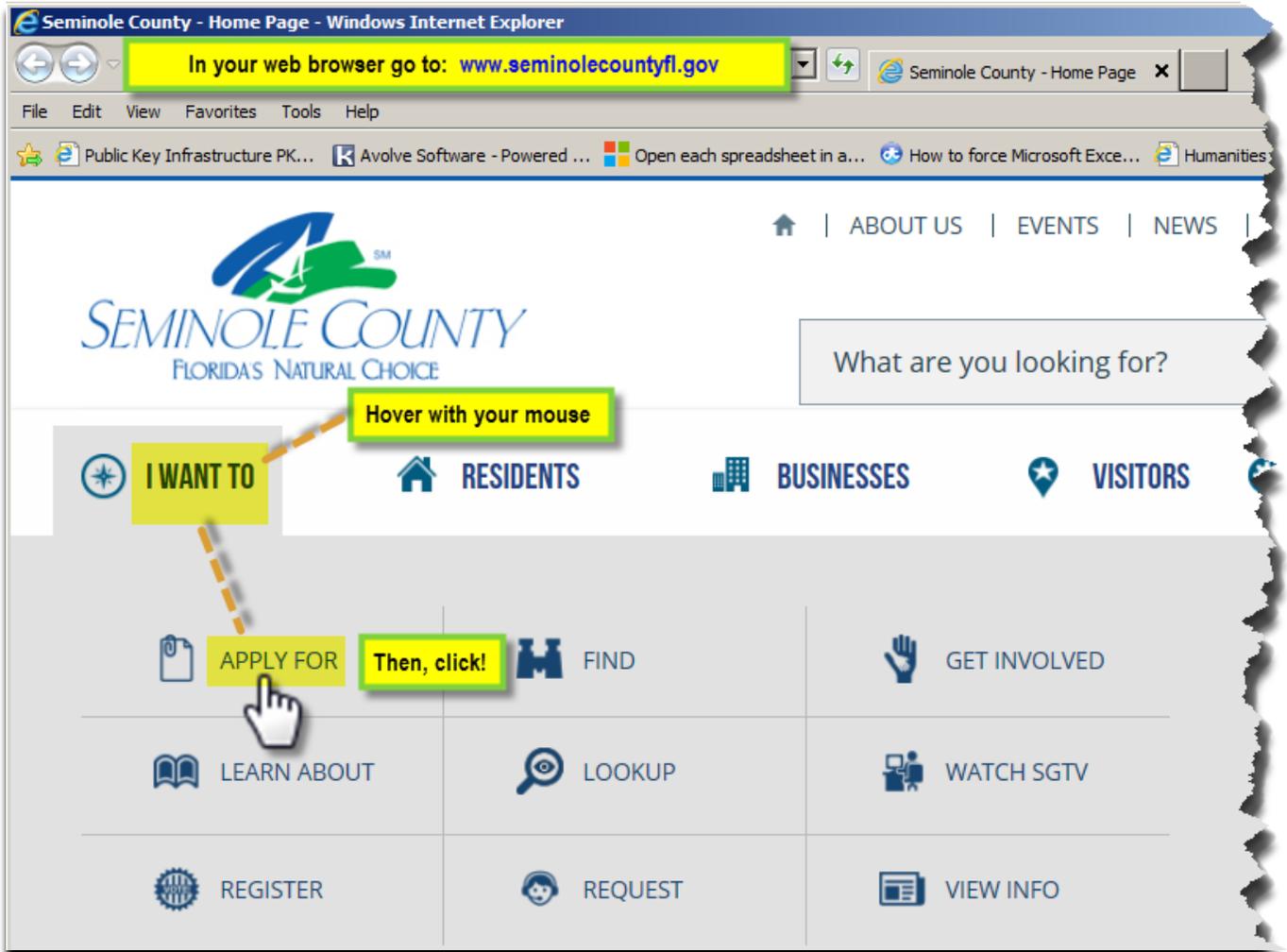


Electronic **PLAN** **REVIEW**



How to Apply for a Permit Online User Guide

DEVELOPMENT SERVICES DEPARTMENT



Seminole County - Home Page - Windows Internet Explorer

In your web browser go to: www.seminolecountyfl.gov

File Edit View Favorites Tools Help

Public Key Infrastructure PK... Avolve Software - Powered ... Open each spreadsheet in a... How to force Microsoft Exce... Humanities

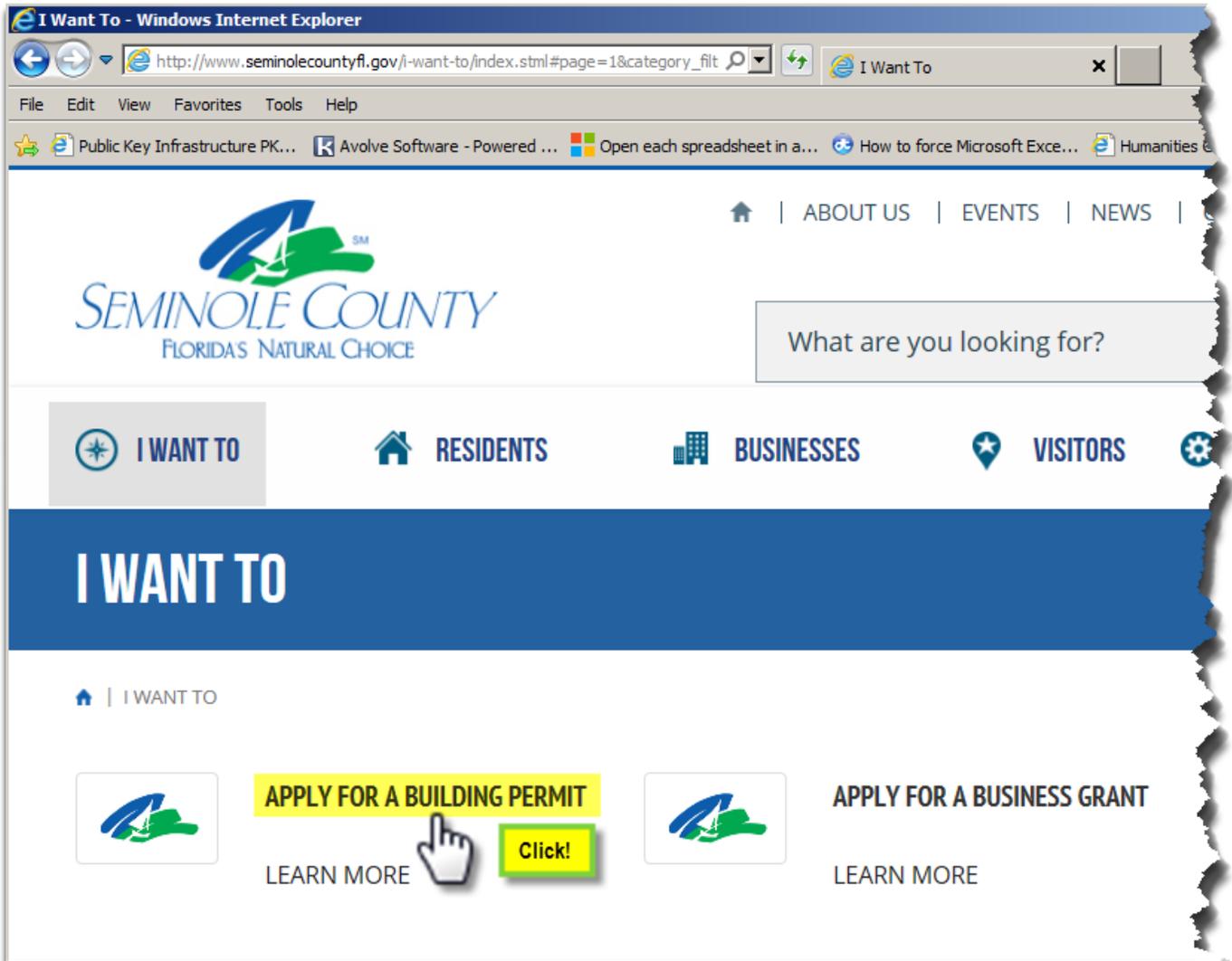
SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE

Home | ABOUT US | EVENTS | NEWS

What are you looking for?

I WANT TO **RESIDENTS** **BUSINESSES** **VISITORS**

 APPLY FOR Then, click!	 FIND	 GET INVOLVED
 LEARN ABOUT	 LOOKUP	 WATCH SGTV
 REGISTER	 REQUEST	 VIEW INFO



I WANT TO

What are you looking for?

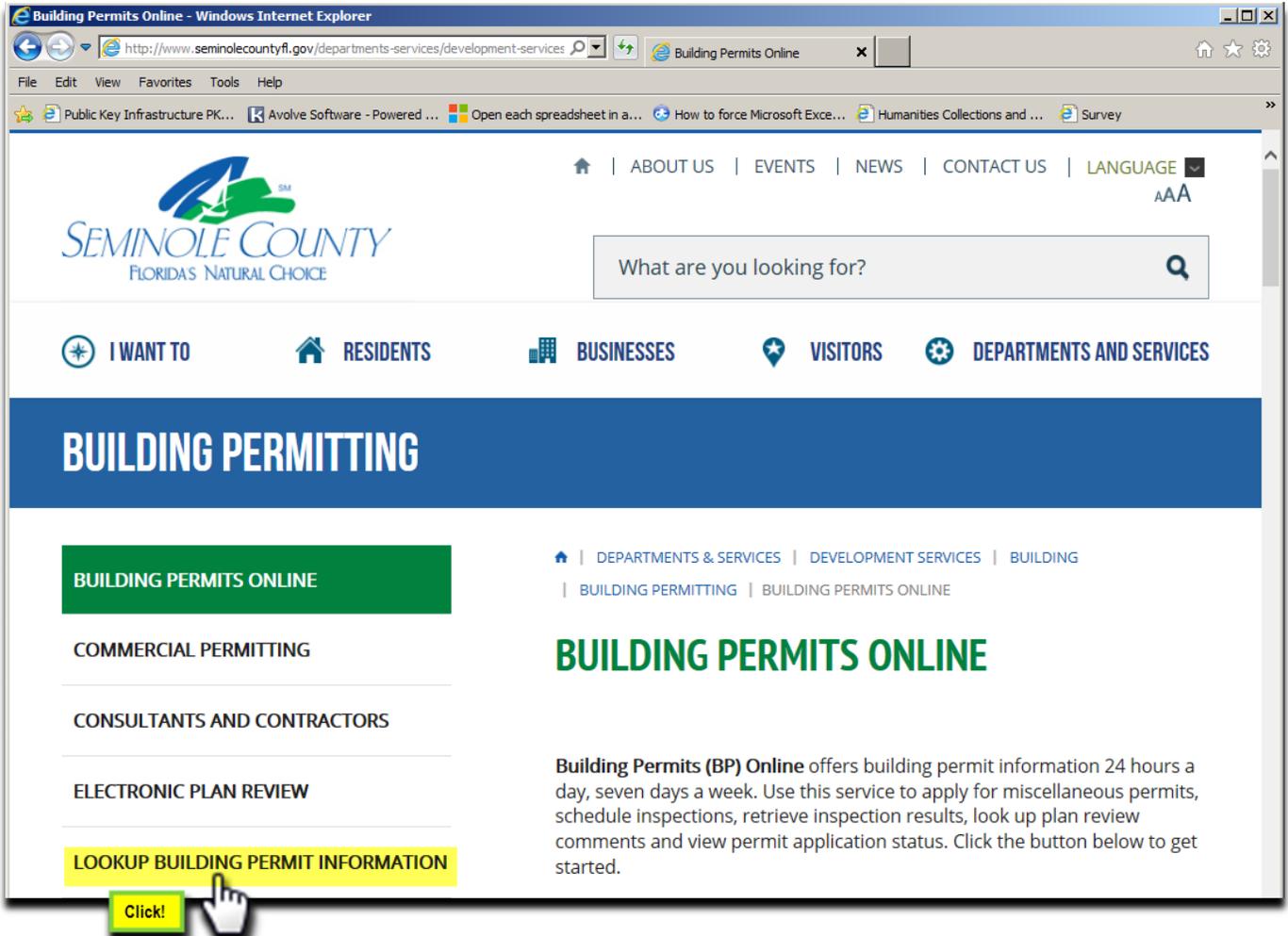
I WANT TO RESIDENTS BUSINESSES VISITORS

I WANT TO

⌂ | I WANT TO

 **APPLY FOR A BUILDING PERMIT** **Click!**  LEARN MORE

 **APPLY FOR A BUSINESS GRANT** LEARN MORE



The screenshot shows a web browser window titled "Building Permits Online - Windows Internet Explorer". The address bar shows the URL "http://www.seminolecountyfl.gov/departments-services/development-services". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the Seminole County logo and navigation links: "ABOUT US", "EVENTS", "NEWS", "CONTACT US", and "LANGUAGE" (set to "AAA"). A search bar contains the text "What are you looking for?". Below this is a horizontal menu with icons and labels: "I WANT TO", "RESIDENTS", "BUSINESSES", "VISITORS", and "DEPARTMENTS AND SERVICES". A large blue banner reads "BUILDING PERMITTING". On the left, a green button says "BUILDING PERMITS ONLINE", followed by "COMMERCIAL PERMITTING", "CONSULTANTS AND CONTRACTORS", "ELECTRONIC PLAN REVIEW", and a yellow button "LOOKUP BUILDING PERMIT INFORMATION". A mouse cursor is clicking the yellow button, with a small yellow box containing the text "Click!". On the right, a breadcrumb trail shows "DEPARTMENTS & SERVICES | DEVELOPMENT SERVICES | BUILDING | BUILDING PERMITTING | BUILDING PERMITS ONLINE". The main heading is "BUILDING PERMITS ONLINE" in green. Below it, a paragraph states: "Building Permits (BP) Online offers building permit information 24 hours a day, seven days a week. Use this service to apply for miscellaneous permits, schedule inspections, retrieve inspection results, look up plan review comments and view permit application status. Click the button below to get started."



BUILDING PERMITS ONLINE

- Building Permits Home
- County Home Page
- Make Payment
- Select Permit
- Schedule / Cancel Inspections
- Submit Request for Application**
- Email Us
- Help



Click!

Submit an Application

PLEASE NOTE: Applications can only be submitted for residents of unincorporated Seminole County. Owners acting as their own contractor cannot apply online; they must come to our office to submit an application.

To submit an application online, follow the steps below:

1) Check the residential jurisdiction on the [My Resident Information](#) page. If the jurisdiction is listed as 'Seminole County', proceed to the next step below. Otherwise, please contact the jurisdiction listed to apply for the permit.

2) Select an option below to search for the location:

Then, pick a search method.

- Street Address:**
- Enter the parcel number:**



BUILDING PERMITS ONLINE

- Building Permits Home
- County Home Page
- Make Payment
- Select Permit
- Schedule / Cancel Inspections
- Submit Request for Application
- Email Us
- Help

Submit Application

IMPORTANT! **Select the address that includes the appropriate suite, unit or apartment number, if any.

Select the address where the construction will occur by clicking on the correct address link from the list if more than one address is shown.

Address	Owner Name	Parcel Id
3744 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3748 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3752 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3756 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3760 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3764 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3776 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3784 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3790 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3796 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3802 HOWELL BRANCH RD	HOWELL BRANCH ROAD LLC	34-21-30-300-009F-0000
3806 HOWELL BRANCH RD	COLLISON HOLDING CO	34-21-30-300-0180-0000
3830 HOWELL BRANCH RD	CHURCH LIGHTHOUSE BAPTIST OF	34-21-30-300-0040-0000
3834 HOWELL BRANCH RD	CHURCH LIGHTHOUSE BAPTIST OF	34-21-30-300-0040-0000
3835 HOWELL BRANCH RD	SEMINOLE B C C	34-21-30-527-0A00-0000
3838 HOWELL BRANCH RD	CHURCH LIGHTHOUSE BAPTIST OF	34-21-30-300-0040-0000
3846 HOWELL BRANCH RD	CHURCH LIGHTHOUSE BAPTIST OF	34-21-30-300-0040-0000
3900 HOWELL BRANCH RD	ANDREWS CARMEN L &	34-21-30-300-003B-0000

****Selecting the wrong address causes intake review delays when address selection errors are discovered and a location transfer carried out by County staff has to occur. To avoid this scenario, please check the list carefully for the COMPLETE location address including the suite, unit, or apartment number, if any.**



BUILDING PERMITS ONLINE

- Building Permits Home
- County Home Page
- Make Payment
- Select Permit
- Schedule / Cancel Inspections
- Submit Request for Application
- Email Us
- Help

Submit an Application

Complete the following information.

Address: 3835 HOWELL BRANCH RD
 Parcel: 34-21-30-527-0A00-0000
 Land ID #: 294586
 Name: SEMINOLE B C C
 General Location:

**EXAMPLE LOCATION:
All yellow highlight
fields are required to
continue with the
request.**

****Though not a required field,
including the Unit Number and
Tenant Name is VERY HELPFUL
on commercial projects.**

* Application Type: REROOF COMMERCIAL

* Total Estimated Value: 12000 (No decimals)

Total Square Footage: (No decimals)

Tenant Unit Number:

Tenant Name:

Is it a public building?: Yes No

Contractor Type: Contractor

Search for contractor name: Taylor

(Beginning with Containing)

**Choose a search option
and enter a name. The
next screen will produce
a list of Contractor
Names meeting the
entered criteria.**

* Description of Work:
Please list scope of work.

Reroof of a commercial building to include repair of 15SF of wood rot on the west side of the roof.

Continue Clear



Click!

****When commercial projects come through electronically, it is extremely helpful to have the Tenant Unit Number and Tenant name. This prevents delays from call backs to the ePlan Applicants, and also prevents duplicating the scope of work in error on permit requests.**



BUILDING PERMITS ONLINE

- Building Permits Home
- County Home Page
- Make Payment
- Select Permit
- Schedule / Cancel Inspections
- Submit Request for Application
- Email Us
- Help

Submit an Application

Complete the following information.

Address: 3835 HOWELL BRANCH RD
Parcel: 34-21-30-527-0A00-0000
Land ID #: 294586
Name: SEMINOLE B C C

General Location:

* **Application Type:** REROOF COMMERCIAL
* **Total Estimated Value:** 12000 (No decimals)
Total Square Footage: (No decimals)
Tenant Unit Number:
Tenant Name:
Is it a public building?: Yes No

Contractor Type: Contractor

Search for contractor name: Taylor
(Beginning with Containing)

* **Description of Work:**
Please list scope of work.

Reroof of a commercial building to include repair of 15SF of wood rot on the west side of the roof.

**EXAMPLE LOCATION:
All highlight fields are
required to continue
with the request.**

**Choose a search option
and enter a name. The
next screen will produce
a list of contractor
names meeting the
entered criteria.**

Continue Clear

Click!



BUILDING PERMITS ONLINE

- Building Permits Home
- County Home Page
- Make Payment
- Select Permit
- Schedule / Cancel Inspections
- Submit Request for Application
- Email
- Help

Select a Contractor

Click on the contractor name hyperlink to chose that contractor.

Select the correct contractor name link from the list.

Name	Number	Type	Year	License Number
TAYLOR HOMES AND CONTRACTING	CBC1255030	CERTIFIED BUILDING		
TAYLOR MECHANICAL SVCS LLC	CMC1249528	CERTIFIED AIR CONDITIONING		
TAYLOR MORRISON (WRIGHT)	CBC1257462	CERTIFIED BUILDING		
TAYLOR'S COMMUNICATIONS INC.	ES12000828	CERTIFIED SPECIALTY ELECTRIC		



BUILDING PERMITS ONLINE

- Building Permits Home
- County Home Page
- Make Payment
- Select Permit
- Schedule / Cancel Inspections
- Submit Request for Application
- Email Us
- Help

Submit an Application

Complete the following information.

Address: 3835 HOWELL BRANCH RD
 Parcel: 34-21-30-527-0A00-0000
 Land ID #: 294586
 Name: SEMINOLE B C C
 General Location:

SAMPLE:
All fields shown highlighted here are required to continue the request.

Contractor Name: TAYLOR MORRISON (WRIGHT)

Please enter the contact information:

* Contact Name:
First Name Last Name

* Address:

* Zip:

Home Phone: () -

Work Phone: () -

Mobile Phone: () -

* Primary Phone: () -

* E-mail:

It is **highly recommended** to use a generic corporate email account to avoid login issues if your company experiences staff turnover.

This email address will be your login for Electronic Plan Review. This email address will receive all notifications regarding this application request.

Request must be followed by a complete application package (including a signed application) uploaded to our ePlan Review System. This can occur after you receive an invitation email welcoming you to our ePlan Review System.

* denotes required field





BUILDING PERMITS ONLINE

- Building Permits Home
- County Home Page
- Make Payment
- Select Permit
- Schedule / Cancel Inspections
- Submit Request for Application ▶
- Email Us
- Help

Submit an Application

Please confirm that the following information is correct. If you need to change something, select the "Cancel" button. Otherwise, select "Continue" to submit your application

Address: 3835 HOWELL BRANCH RD
Parcel: 34-21-30-527-0A00-0000
Land ID #: 294586
Name: SEMINOLE B C C
General Location:

Application Type: REROOF COMMERCIAL
Total Estimated Value: 12000
Total Square Footage:
Tenant Number / Name: /
Public Building Flag:

Notes: Reroof of a commercial building to include repair of 15SF of wood rot on the west side of the roof.

Contractor: TAYLOR MORRISON (WRIGHT)

Contact Name: JOHN DOE
Contact Address: 222 ROVE WAY , 32771
Home Phone:
Work Phone:
Mobile Phone:
Primary Phone: (555) 555-5555
Email Address: JDOE@MSN.COM

Edit

Cancel

Continue



Click!



BUILDING PERMITS ONLINE

- [Building Permits Home](#)
- [County Home Page](#)
- [Make Payment](#)
- [Select Permit](#)
- [Schedule / Cancel Inspections](#)
- [Submit Request for Application](#)
- [Email Us](#)
- [Help](#)

By continuing you verify that you wish for an official application to be created. Application fees will be generated upon application approval.





BUILDING PERMITS ONLINE

- Building Permits Home
- County Home Page
- Make Payment
- Select Permit
- Schedule / Cancel Inspections
- Submit Request for Application ▶
- Email Us
- Help

Submit an Application

Please print out and retain the following information for your records.
Upon acceptance of your application, you will receive an email.

Address: 3835 HOWELL BRANCH RD
Parcel: 34-21-30-527-0A00-0000
Land ID #: 294586
Name: SEMINOLE B C C
General Location:

This number will become your permit number once your request for a building permit is accepted.

Your application number is: 15 - 00014230
Your Password/PIN # for this application is: 1740542450

Use this link to add any subcontractors to the request.

[Add Subcontractor\(s\) to this Application](#) for other trades.
(For example: electrical, mechanical, plumbing, low voltage, roof.)

You will soon receive an email with instructions on how to upload your electronic plans.

Your application submittal is now complete. [Return to main page.](#)

IMPORTANT:

Once your building permit request is accepted by the Seminole County Building Division, you will receive an ePlan Review email inviting you to upload your signed application documents, drawings and technical documents, if any are required for your permit type.

Please follow all instructions carefully. If you have questions on this process as you go through it, you may also call the Building Division at 407-665-7050 and ask to speak to an ePlan Permit Technician.

For more information on the ePlan Review process for Building Permits, please click [here](#).