

How to create an online ePlan account or initiate an electronic building permit application request:

- 1) The contractor's license must be current in our system. If not, submit the following:
 1. License
 2. Certificate of insurance for General Liability
 3. Certificate of insurance Worker's Compensation, or the approved exemption
 4. License Administration form. This may be located under [Forms and Applications](#), on our website.

Owner Builders are required to visit the office with valid government issued identification prior to using our online system, at their election.

- 2) Verify on the [Seminole County Property Appraiser](#) that the tax district states County or Agricultural to ensure you are permitting in the correct location. The printout will also be required to be uploaded to the ePlan ProjectDox system as one of the required documents for submittal.
- 3) Request an application number through our [Building Permits Online](#) portal. You may get there from the home page www.seminolecountyfl.gov by clicking on the [Building Permits](#) link. This will bring you to the Building webpage. We highly recommend you save it as a favorite or bookmark it for future access to any important announcements and our current forms.
- 4) Select [Building Permits Online](#) from the options on the left-hand side to request a building permit application number. You will enter the following information, itemized details on page 2, to receive an application number. For efficiency keep this number on hand when contacting and communicating with our office. This online submittal is only a request for an application number. It is not a completed application or an issued permit. A signed application affirming the scope of work along with other documents will be required. Visit our [Forms and Applications](#) for submittal guides and all of our forms. After you submit the initial request for an application number, the Applicant will need to scan the forms to your computer and upload them to our [ePlan ProjectDox](#) system within ten calendar days.

See page 2 for itemized detailed steps on how to submit your request online that will create the ePlan account.

Request Application Number Detailed Steps:

- a. Select "Applicant" as it will be the only option to continue.
- b. Enter the job address and then select the correct address including any suite or apartment numbers.
- c. Select the Application type. We have many, so ensure you select the one closest to your scope of work. This will connect the information in the background required for the application type chosen.
- d. Total job value for labor and materials. This should match the signed application you upload to the ePlan ProjectDox system.
- e. Square footage applies to new structures, additions, and larger renovations.
- f. Tenant name and unit number apply to commercial projects.
- g. "Contractor" will be the only selection available.
- h. Enter a brief, detailed description of the work. Include all trades, rooms/areas, amount being replaced, if applicable. The information should match the signed paper application you'll need to upload to the ePlan system after you receive your application number.
- i. Search by contractor company name, less is more. E.G. ABC Contractor Company may be found easier by just entering ABC. Then, you will select the correct license number on the next page. If it states are not found, refer to step #1.
- j. The Applicant's name **must be an individual, not a company**. This will determine the paperwork required. Please refer to the submittal guides on the Building website under [Forms and Applications](#).
- k. The email address entered as the Applicant will be the email address used to log in to the [Electronic Plan Review \(ePlan\) system](#). Verify that the entered email address is correct prior to submitting. Consider a general email address in case someone is out of the office. The first-time email is used in the system, you will receive a computer-generated temporary password with your Invitation email. The password is case-sensitive. If you can't find the email you may access the ePlan login from the Building webpage. Click Forgot Password on the ePlan login page to receive a verification code to update your password. **DO NOT COMPLETE THE SECURITY QUESTIONS AS THEY ARE NO LONGER RELEVANT WITH THE VERIFICATION CODE.**
- l. Structure Details apply to new structures, additions, etc. All others may click "Continue" to proceed.
- m. Review all information entered for accuracy, then click "Submit."
- n. If you have subcontractors on your permit, you may add them to ensure they are registered in our system. Add them by selecting "Click here to assign subcontractors." If they are not found, refer them to submit all items under step #1 as this will hold up payment and issuance of a building permit.
- o. Once successfully submitted you will receive an application/project number. This number allows you to upload your permit paperwork for application submittal. You'll have 10 calendar days prior to the request voiding in the system. If you need additional time, contact the Building Division.

BPCustomerService@seminolecountyfl.gov or 407.665.7050