Seminole County ePlan Applicant Tasks

You may log in to ePlan at any time to review information in the Reports tab in a project or to see if a task awaits

Selecting Project Access	Selecting Log In to Electronic Plan Review
1. Open the email 2. Click on the link "Project Access" 3. Log in to ePlan 4. Click the task name to open the form to upload or review comments	1. Open the email and select Login to Electronic Plan 2. Log in to ePlan 3. Click on the task from the portal page OR 4. Select "View All Projects" at the bottom of the portal to go to the main dashboard 5. Click Task (New) on the left, then the project number or task name
Applicant Task	*Task Explanation / Description*
Upload and Submit	This is the first task you will receive on a new ePlan Permit Application Request submitted through BPOnline. You will upload your complete permit package into ePlan. Submittal guides are available on our website under Forms and Applications. • Click on the Task name "Upload and Submit" and carefully read the Task Instructions on the eForm to complete the task. **It will NOT notify the Building Division for review if you do not complete the task.**
Submission Corrections	If you receive this task, it means you have additional items or questions required to approve the Pre-Screen Review. • Click on the Task name "Submission Corrections" and carefully read the Task Instructions on the eForm to complete the task. **It will NOT notify the Building Division for review if you do not complete the task.**
Pre-Review Corrections	If you receive this task, you must correct the plans you submitted. This could include digital signatures, required engineer language, using the naming convention, etc. View your Resources Tab on the eForm. • To complete the "Pre-Review Corrections" task, click on the name and carefully read the Task Instructions on the eForm. **It will NOT notify the Building Division for review if you do not complete the task.**
Plan Review Corrections	If you receive this task, plan corrections are required before approval. • To complete the "Plan Review Corrections" task, click on the name and carefully read the Task Instructions on the eForm. **It will NOT notify the Building Division for review if you do not complete the task.**
Additional Documents Required	If you receive this task, your plans have been approved. However, additional information is required to finalize your submittal. • Click on the "Additional Documents Required" task name and carefully read Task Instructions on the eForm to complete the task. **It will NOT notify the Building Division for review if you do not complete the task.**
Payment Required	This task will contain the total amount due for permit issuance. • Click on the "Payment Required" task name and carefully read Task Instructions on the eForm to complete the task. **It will NOT notify the Building Division for review if you do not complete the task.**
Outstanding Items	If you receive this task, there may be outstanding items, including, but not limited to, all fees not being paid or insurance expiring for the general contractor or their subcontractors. • Click on the "Outstanding Items" task name and carefully read the Task Instructions on the eForm to complete the task **It will NOT notify the Building Division for review if you do not complete the task.**
Permit Issued	You should receive an EMAIL NOTIFICATION when your permit is issued, or you may log in to ePlan and click the project number. Under the Files tab, you will see two approved folders. Then, you must download and print your approved permit packages from the Approved Documents and/or Approved Drawings folders required for the job site.