

ePlan ProjectDox

Submittal to Issuance

Seminole County ePlan ProjectDox

First...

- You need an active license in the Seminole County contractor database. See the [Building](#) page under Permitting Information on how to Register Your Contractor License with Seminole County Building Division.
- Verify on the [Seminole County Property Appraiser](#) that the Tax District does not reflect a city name. If so, you would permit through that city. We permit for all unincorporated Seminole County. Print this information while you are verifying as it is a required document in your ePlan upload.
- Internet access with the ability to scan, download, and print from your computer. If you do not have a printer that prints large size plan sheets, you may always bring them to your local office supply store via a flash drive to have them printed.

Seminole County ePlan ProjectDox

MOST REQUESTED



Building Permits



Emergency Rental Assistance
Program



Proposed Impact Fees



Pay Water Bill



Attainable Housing

Start your building permit submittal by going to
www.seminolecountyfl.gov and select Building Permits from
the homepage.

Seminole County ePlan ProjectDox

Bookmark this page or save as one of your favorites. Anything related to a building permit will be found here on the [Building Division](#) website. Including any new forms or announcements.

Click on [BUILDING PERMITS ONLINE](#), on the left side, to initiate your building permit submittal.

BUILDING

[Home](#) / [Departments & Services](#)


Building Division Contacts

BUILDING PERMITS ONLINE

EPLAN LOG-IN

Seminole County Building Permits Online

The following will assist you with applying for a Building Permit Request Online. The email address entered during this process will create your account for ePlan. You will upload all documentation files into the [ePlan ProjectDox system](#).

Pay Fees	<div><h3>Submit Application - Select User Class</h3><p>* = Required</p><p>Select the preferred user class from the list below</p><p>* Type of Applicant: <input type="text" value="APPLICANT"/> </p><p>Continue</p></div>
Home	
Select Permit	
Schedule or Cancel Inspection	
Request Application Number	
Email Us	

Seminole County Building Permits Online

Submit Application - Parcel Search

* = Required

Select the method you'd like to use to search for the property for your application.

Search Method:

Address

Address

Parcel

Search Criteria

Street Number:

1101

Direction:

EAST

* Street Name:

1st

Suffix:

STREET

Back

Continue

Search by address or parcel. Commercial projects are typically easier to find by parcel then selecting the address on the next page.

Seminole County Building Permits Online

Submit Application - Parcel Search Results

* = Required

Back

Continue

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

Showing 1 to 2 of 2 entries

Back

Continue

Select the correct address, including the suite or apartment number, if applicable to your project. If this is a new structure and you are unable to locate the address online select the closet address. Then just type "unable to locate address online," on your application under "Description of Work."

Seminole County Building Permits Online

Request Application Number

* = Required

Address: 1101 E 1ST ST

Land ID: 903444

Parcel: 30-19-31-506-0200-0010

Owner: SEMINOLE B C C

Application Details

* Application Type: ELECTRIC SOLAR WIRING ✓ ▾

* Total Estimated Value: 123456 ✓

Total Square Footage:

Tenant Unit Number:

Tenant Name:

* Contractor Type: Contractor ▾

** REQUIRED --
Description of Work:



Back

Continue

Do not copy and paste nor insert special characters (ex: single quote, double quote or ampersand) into the Description of Work.

Seminole County Building Permits Online


Submit Application - Contractor Search

* = Required

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

Search Criteria

Match Name:

* Contractor Name: 

When entering the Contractor name, less is more. Search by the contractor's company name. In this example, "Test ABC Company" is the contractor I want to attach to this permit request. I searched only by "Test."

Seminole County Building Permits Online

Submit Application - Contractor Search Results

* = Required

Address: 1101 E 1ST ST

Parcel: 30-19-31-506-0200-0010

Land ID: 903444

Owner: SEMINOLE B C C

Select Contractor

* Select	Name ↑↓	Number ↑↓	Type ↑↓
<input type="radio"/>	TEST ABC COMPANY	24000015821	CERTIFIED BUILDING

Showing 1 to 1 of 1 entries

Back

Continue

Select the correct contractor's company name and license number. If you are unable to find the correct contractor license, you may not be current in our contractor database. Submit the required documents found on the [Building](#) homepage under Permitting Information. Once you receive confirmation your license has been added or updated, you may apply.

Seminole County Building Permits Online

The next screen will ask for the Applicant's information, which must contain a first and last name. Then, enter again to confirm the information. This will be the individual that will be uploading, downloading, completing tasks and receiving email notifications from ePlan ProjectDox.

Be mindful if using auto-fill to select the correct email and name. **ALWAYS double check the email address** is correct, character by character, as this will create a new account or add this submittal to your current account.

Seminole County Building Permits Online

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:

Amie Brown



Address:



Zip:

32771



* Work Phone:

407-665-



Home Phone:

Cell Phone:

Miscellaneous Phone:

* EMail:

@seminolecountyfl.gov



Seminole County Building Permits Online

APPLICANT

* Verify Name: Amie Brown ✓

Address:

Zip: 32771 ✓

Work Phone: 407-665-

Home Phone:

Cell Phone:

Miscellaneous Phone:

* Verify EMail: @seminolecountyfl.gov ✓

Back Continue

The Applicant is always a person, not a company. The most common errors are not including the first and last name or misspelling the email address. All permit submittals are required to include a completed & signed application, Permit Authorization form and the property appraiser print out. These are the minimum documents required for any building permit type.

Seminole County Building Permits Online

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

You are required to upload electronic plans.

Contractor:	TEST ABC COMPANY
Structure Description:	<input type="text"/>

BackContinue

The Structure page is only required to be completed if you are building a structure from the ground up.
E.G. an SFR, addition, mail kiosk, dumpster enclosure, etc.
If not, leave blank and click continue.

Seminole County Building Permits Online

Submit Application - Application Summary

Address: 1101 E 1ST ST

Land ID: 903444

Parcel: 30-19-31-506-0200-0010

Owner: SEMINOLE B C C

General Information

Application Type: ELECTRIC SOLAR WIRING

Estimated Value: \$123,456

Square Footage:

Tenant Unit Number:

Tenant Name:

Public Building: No

Description of Work: test

Review your information prior to submitting your request.

Seminole County Building Permits Online

Contractor and Applicant Information

Contractor: TEST ABC COMPANY
Applicant: Amie Brown
Address: 32771
Home Phone:
Work Phone: (407) 665-
Cell Phone:
Miscellaneous Phone:
E-Mail: @seminolecountyfl.gov

Structure Information

Structure Description:

Back

Submit

Confirm all of the information, double check the email address you have entered and click "Submit."

Seminole County Building Permits Online

Submit Application - Application Confirmation

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

Address:	1101 E 1ST ST	Land ID:	903444
Parcel:	30-19-31-506-0200-0010	Owner:	SEMINOLE B C C
Application Number:	23 - 00000574		
Application PIN:	6442002		

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

[Click here to assign subcontractors](#)

[Start a New Application](#)

You may add your subcontractors by searching the same way as the main contractor. This will let you know if their license is current in our database. If they can't be found, then they will need to submit all licensing requirements to BPCustomerService@seminolecountyfl.gov prior to permit issuance.

Seminole County Building Permits Online

Submit Application - Application Confirmation

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

Address:	1101 E 1ST ST	Land ID:	903444
Parcel:	30-19-31-506-0200-0010	Owner:	SEMINOLE B C C
Application Number:	23 - 00000574		
Application PIN:	6442002		

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

[Click here to assign subcontractors](#)

Also, this page will show your application number. You will also receive an email to the email address you provided. You have seven calendar days to upload your files and complete your task in [ePlan ProjectDox](#).

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Seminole County ePlan ProjectDox

Terms to Know...

ePlan- also known as Electronic Plan Review, Project Dox or ProjectFlow

Applicant- Individual that is uploading and completing tasks. This individual was named as the Applicant on the Building Permits Online request to reserve your application number.

Task- assignment given in ePlan to proceed with the next step of the approval process. ALWAYS COMPLETE YOUR TASK TO PREVENT ANY DELAY. This notifies Seminole County you are ready to proceed in the permitting process toward issuance

eForm- the window that opens once you click on your task.

Seminole County ePlan ProjectDox

Clearing your Internet browser cache may also help. Once you clear the browser cache, close all open windows then access ePlan again. Here is how to clear cache on some common Internet browsers:

[Chrome](#)

[Edge](#)

[Safari](#)

[Firefox](#)

Seminole County ePlan ProjectDox

Project:	BP21-00006310
Project Description:	ALTERATION COMMERCIAL
Task:	Upload and Submit
Assigned by:	Building Division
<u>Project Access</u> <u>Login to Electronic Plan Review</u>	

Option #1 *Project Access* will have you login and bring you directly to the specified project number referenced in the email.

Option #2 *Login to Electronic Plan Review* will bring you to the portal screen where you can see all tasks and projects

Option #3- directly access ePlan at the URL eplan.seminolecountyfl.gov.

Option #4- click ePlan Log-In from the left side of the [Building homepage](#).



Your session has ended.

E-mail:

Password:

The Password field is required.

Login

[Forgot password?](#)

Welcome to Seminole County

Welcome to our website. By logging into Electronic Plan Review, you are agreeing to comply with and be bound by the Seminole County terms and conditions of use. For more information regarding our Terms and conditions [Click here.](#)

The site has been upgraded. Please clear your browser cache before logging in.

Any of the options will have you log in first. First time users will receive a temporary password in their email. If this goes to your spam or trash folder, you may select "Forgot Password" to receive a verification code. It is time and case sensitive so stay on that page to enter the code. Seminole County can no longer reset passwords for your account.

BP24-00014063	GAS - RESIDENTIAL **** TEST ****	1101 E 1ST ST TEST	Awaiting Document Upload	Open	Upload and Submit
BP24-00014073	GAS - RESIDENTIAL **** TEST ****	1101 E 1ST ST TEST	Awaiting Document Upload		

1 - 4 of 4 records

[View All Projects](#)

Task (Old) **Task (New)** Projects

[Refresh](#) [Save Settings](#)

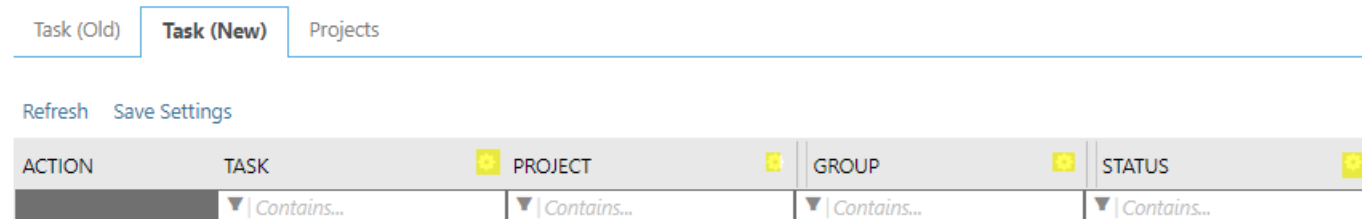
ACTION	TASK	PROJECT	GROUP
	▼ Contains...	▼ Contains...	▼ Contains...
Complete	Upload and Submit	BP24-00014222	Applicant
Complete	Plan Review Corrections	BP24-00014306	Applicant
Accept	Upload and Submit	BP24-00014063	Applicant

Click on "Open" from the portal or the task name if you selected "View All Projects" at the bottom, then "Task (New)" tab to select the task and see the Task Instructions. These will assist you in completing the Upload and Complete task. If you see anything listed under the Task(New) tab, we are waiting for you to complete the task to proceed toward issuance. Remember, by completing the task it will notify the County you are ready for review.

NOT COMPLETEING YOUR TASK WILL CAUSE A DELAY IN YOUR REVIEW


Seminole County ePlan ProjectDox

Customize your Dashboard to see what is important to YOU!



The screenshot shows a dashboard interface with three tabs: 'Task (Old)', 'Task (New)' (which is selected), and 'Projects'. Below the tabs are two links: 'Refresh' and 'Save Settings'. A table with five columns is displayed: 'ACTION', 'TASK', 'PROJECT', 'GROUP', and 'STATUS'. Each column header has a small yellow gear icon to its right. Below each header is a dropdown menu with the text 'Contains...'. The 'ACTION' column has a dark grey background.

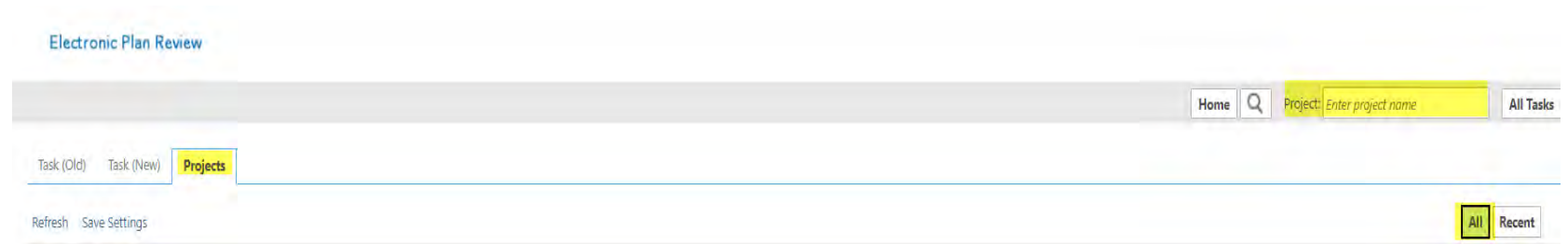
ACTION	TASK	PROJECT	GROUP	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...

Hide or remove columns: click the Settings buttons  next to the column and select Hide. You may hide more than one column at a time by selecting Column Chooser.

After customizing your screen click “Save Settings” to retain your settings for the next time you log in. If you have multiple projects with us, you may use the search box in any column to locate a specific project.

Seminole County ePlan ProjectDox

Search for your project on the main Dashboard



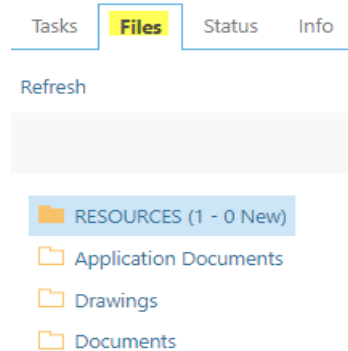
The "Projects" tab on the left will offer " All" or "Recent " on the right. Either will allow you to utilize the search column to locate a specific project. The "Projects" tab will also give you a more intuitive status of your project without going into the project.

Seminole County ePlan ProjectDox

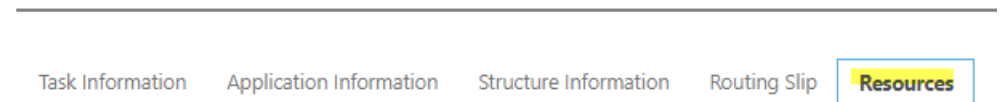
The **Resources** folder in the project or tab on the eForm, will give you a brief summary of how to complete the tasks that you will receive and are required to complete in ePlan. Completing your task notifies Seminole County you are ready to proceed in the review process.

This folder or tab also contains links regarding digital signature requirements, file naming convention, forms and submittal guides amongst many other links to assist you with your building permitting needs. It also contains contact numbers for various agencies that may be involved in your project as seen on the next page.

Folder within a project number



eForm Tab



Seminole County ePlan ProjectDox

Task Information Application Information Structure Information Routing Slip **Resources**

Seminole County Resources

- [Click View Chapter for Digital Signatures for Architects](#)
- [Click View Rule for Digital Signatures for Engineers](#)
- [Concurrency and Impact Fees](#)
- [Environmental Services- Water and Sewer](#)
- [ePlan Applicant Tasks](#)
- [ePlan Applicant User Guide](#)
- [ePlan Naming Convention](#)
- [Health Department for Septic](#)
- [Pay Permitting Fees Online](#)
- [Seminole County Fee Resolution, permit fees start on page 15](#)
- [Seminole County Property Appraiser](#)
- [St. John's Water Management District \(SJWMD\)](#)
- [Submittal Guides, Forms and Applications](#)

The Resources folder or tab contains quick links to valuable information that may be needed in your submittal

Seminole County ePlan ProjectDox

1. Click on the Application Documents folder to upload and submit these files individually:
 - A completed and signed Application (**Required**).
 - Property Appraiser printout (**Required**).
 - Notarized Permit Authorization form (**Required**).
 - Additional documents may be required (see Checklist/Guidelines under our Forms and Applications on the Building webpage).
2. Optionally, you may upload these files if needed for your scope of work.
 - Digitally signed and sealed plan sheets as individual files in the Drawings folder. Our naming convention is found under the Resources tab or folder. You will follow the plan index, naming the first file 001 page number brief description, 002 page number brief description, 003 page number brief description, and so on until the entire plan set is uploaded as individual PDFs. If you have digitally signed and sealed plans, they must be signed and sealed individually by your design professional. If you receive a multiple-page file and then split it into individual files, it will break the digital signature for verification.
 - Site plans, Gas worksheets, Product approval forms, Energy calculations, truss engineering, and other plan review related files as individual files to the Documents folder. A truss engineering package for example is one file though it's multiple sheets.
3. Confirm all files are properly named and the complete package has been uploaded.
4. Click 'Upload Complete - Submit' button to notify Seminole County you are ready for review.
Not completing the task will cause a delay in the permit issuance

Note: If this is a revision after permit issuance, all revised file(s) **MUST** be named exactly the same as the original approved file. A Revision form, from our website, is **REQUIRED** to be uploaded in the Application Documents folder before completing your Upload and Submit task.

We have added brief, detailed instructions on each eForm on how to complete your task to proceed in the process. Please read the Task Instructions carefully. Then, complete each step to ensure your task is complete, this notifies Seminole County you are ready for review.

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Click on the folder name, *Application Documents* to see the upload button. This can be done from the portal by clicking the "Open" button then the folder name. Selecting "View All Projects" at the bottom and viewing the "Task (New)" tab and clicking on the "Files" tab, will bring you to the same location. These folders would be found on the left-hand side within the project or found midway down on the eForm.

Select your files to upload to this folder:

Select Files to Upload

View Folders

Application Documents

Tasks

Files

Status

Info

Refresh

Upload Files

RESOURCES (1 - 0 New)

Application Documents

Drawings

Documents

Application Documents

This folder should contain a minimum of a signed Permit Application, Property Appraiser print out, and Permit Authorization form.

These files are required for **EVERY PERMIT** we issue.

See out Submittal Guides and Checklists under the Building [Forms and Applications](#) page. The other required documents are based off your scope of work.

Seminole County ePlan ProjectDox

Once the folder is open your ***Upload Files*** button will appear.

Each file should be uploaded as a correctly named, individual PDF, unless it is a multi page document. E.G. Property Appraiser's print out or the Permit Application. Files that are not plan sheets can be intuitively named such as App, Prop. Card, Permit Auth., Dig Form etc..

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Browse For Files

or drag files into this area.

Start Upload

Orange files are **new uploads**

Blue files are new **version uploads**

Red files appear to be same as previously uploaded (**will likely be discarded**)











Once you select ***Upload Files*** then you will select ***Browse for Files*** to upload them from your computer where they were saved. You may also drag and drop files into the ---outlined---area.

Seminole County ePlan ProjectDox

Browse For Files

 or drag files into this area.

Start Upload

 NOC.pdf	0B/166.25KB	
 Permit Authorization.pdf	0B/211.79KB	
 Property Card.pdf	0B/831.27KB	
 App.pdf	0B/405.36KB	
 Dig Form.pdf	0B/184.51KB	

0 of 5 uploaded [Hide Details](#)

0B/1.76MB

Orange

 files are **new uploads**

Blue

 files are new **version uploads**

Red

 files appear to be same as previously uploaded (**will likely be discarded**)

This will be your only opportunity to delete a file prior to uploading. You may click the red "X" if you selected a file in error. Click "Start Upload" once you have verified your files.

Documents Folder

The *Documents* folder will contain a mixture of signed & sealed and informational documents related to plan review.

Some examples of files that will be uploaded to the Documents folder are, narratives, gas plan worksheets, truss engineering, load calculations, energy calculations, Seminole County Product Approval form and/or the County approved site plan depending on your scope of work. Multi-page files such as energy calcs, truss engineering, County approved site plans may be uploaded as one PDF file.

Drawings Folder

This is where your construction plan set will be uploaded. They must be individual, digitally signed and sealed PDF's from your design professional. Properly named plan sheets uploaded to the *Drawings* folder. Our naming convention always begins with the numeric prefix 001 page number brief description, 002 page number brief description, and so on until the entire plan set is uploaded according to the plan index.

If they are not digitally signed and sealed, then you must submit the original wet or embossed stamped plans to our office to be uploaded at an additional fee per page.

****Remember, each page must be signed and sealed. Breaking a digitally signed and sealed multi-page file will break the verifiable digital signature.**

Seminole County ePlan ProjectDox

STEP 1 of 4:

1. Click the '**Review Comments**' button to view corrections. Address all **Unresolved** items.
2. If applicable, click on the folder name below and then click the red exclamation point to show any markups requiring correction
3. If applicable, click on '**Add Comment/ Ask Question**' button to add a **Discussion Comment**
4. For detailed instructions, including digital signature and file naming convention, refer the Resource Tab

Resolve Review Comments ?

Unresolved Comments: 3

Info Only Comments: 1

Files with Markups: 0

Plan Review:

Review Comments

Export to Excel

Import Excel Responses

If you receive a correction task when you open the eForm by clicking on "Open" from the portal or by the task name under Task(New). You will see the Task Instructions and be able to click on the " Review Comments" button, as highlighted above to see and export your corrections.

Seminole County ePlan ProjectDox

Dept:

Status:

Response:

Search:

Close Window

Type:

Cycle:

Time:

Refresh

<div>Add Comment / Ask Question</div>						Please enter your responses ?
	Ref.# 8	RES. BUILDING REVIEW	Amie Brown	9/20/24 3:38 PM	Cycle 1	Type your response here.
	Unresolved	ROOF VENTILATION - Please provide ventilation calculations per FBC R806.1 (FBC R806.1, R806.2)				
	Library Comment					
	Ref.# 9	RES. BUILDING REVIEW	Amie Brown	9/20/24 3:38 PM	Cycle 1	Type your response here.
	Unresolved	PLUMBING - Please provide location of all new plumbing fixtures. Please provide location and type of water heater. (FBC R2701, R2801)				
	Library Comment					

When you view your Review Comments, it will appear as above. You may add comments. This response will not take place of a required file to be uploaded. You will need to address all "Unresolved" prior to completing your task. You may click "Close Window" and it will retain any responses, if entered.

Reminder, **ALL UNRESOLVED** checklist items need to be addressed prior to completing the task.

INFO ONLY items will be required prior to issuance of the permit, inspection scheduling or the issuance of a certificate of completion or occupancy

Seminole County ePlan ProjectDox

When uploading your corrections, if you are updating an existing file, select the Versioned Files tab. The next question is, are the revised files named exactly the same as the previously uploaded files. If so, select Yes and upload. If they are not, select NO, then carefully scroll through all your uploaded files and click Select File to replace it from a location saved on your computer. The list will reflect the folder name then the file name you wish to replace. If the file has never been uploaded, then select New Files

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: BP24-00014306 ?

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files

New Files

Select the tab "Versioned Files" to upload corrected files. Select the "No" button if the files are NOT named the same as the previously uploaded files. This allows you to select the file you wish to replace with the updated version without the same file name. If you select "Yes" the file name must match, character by character, to version over the previous incorrect file to prevent a correction task. Select "New Files" if the file has not been uploaded previously.

Are your updated files named exactly the same* as the prior versions?

Yes

No

** "name-v2.pdf" is not an "exact" file name match to "name.pdf"*

Uploaded files:

- ▶  RESOURCES (1 - 0 New) 
- ▶  Application Documents (5 - 0 New)
- ▶  Drawings (8 - 0 New)
- ▶  Documents (8 - 0 New)

****** Important******

If this is a new commercial structure, adding square footage to a commercial parcel or altering the exterior of an existing structure, then you should contact Planning and Development. They can be reached at 407-665-7371 or plandesk@seminolecountyfl.gov, to see if there are additional requirements to meet the Land Development Code.

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ePlan? Tasks?

Seminole County ePlan ProjectDox

Please remember that ePlan relies on both sides, the Applicant and Seminole County, completing their tasks in order to proceed through the online process toward issuance.



Seminole County ePlan ProjectDox

Task (Old) Task (New) Projects	
Refresh Save Settings	
ACTION	TASK
	▼ Contains...
Complete	Upload and Submit
Complete	Plan Review Corrections
Complete	Upload and Submit
1 - 3 of 3 records	

If you see **ANY** Tasks listed under the Task(New) tab, we are waiting for you to complete the task to notify us you are ready to proceed in the review process.

Seminole County ePlan ProjectDox

The final email notification the Applicant will receive is to let you know your permit has been issued. You may also log in to ePlan to see if the Approved folders have appeared in the project. If so, then the permit has been issued.

You will need to download and print all ***Approved Documents*** and/or ***Approved Drawings*** for the job site. Work should not commence without an issued permit; this will place you and your customer at risk of a stop work order or code violation.

If a revision after issuance is needed, email BPCustomerService@seminolecountyfl.gov with the permit number and address. We will send you a new Upload and Submit task. Remember to upload the **Revision form** to the Application Documents folder and submit only the revised files. We do not need a complete new set.

Seminole County ePlan ProjectDox

- Email is the primary means of notifications, however you may log in at any time to see the progress of your submittal through the Reports
- Print all files from your Approved Documents and Approved Drawings folder for the job site
- You may print from your office or download them on a flash drive and take them to a print company
- The approved plans and documents must be legible and sized correctly

Seminole County ePlan ProjectDox

ePlan is a task driven program. The Applicant will receive email notifications when a task needs to be completed. By completing your task, it will notify the County you are ready for review.

All documents and plans should be uploaded as individual PDF files and properly named as outlined in our Naming Convention. Verifiable digital signatures are required if you, the Applicant, are uploading the plans. Wet or embossed sealed plans must have the originals submitted to our office and you will be charged an additional fee to upload on your behalf. If you have any questions, please do not hesitate to contact us at 407-665-7050 or via email to BPCustomerService@seminolecounty.com.

Seminole County ePlan ProjectDox

Reports in your project will provide you helpful information regarding your application any time of day. You are required to log in to [ePlan ProjectDox](#) to view this information. This information may be exported to share with others.

If your questions are not answered with these reports, please do not hesitate to contact us at 407-665-7050 or emailing us at BPCustomerService@SeminoleCountyFL.gov.

Seminole County ePlan ProjectDox

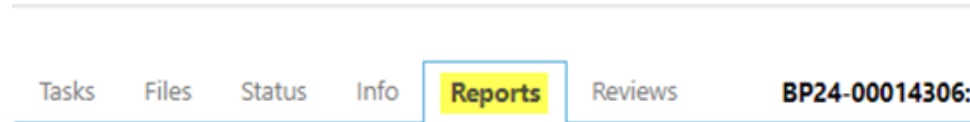
Informational Reports within your project number

1. Log into ePlan by going to eplan.seminolecountyfl.gov
2. Search and select your project number
 - a. You may use the "Project" search box at the top to enter the project number you are inquiring about
 - b. You may also select the "Projects" tab on the left, then "All" on the right. Click on the project number you want to review or export information.



















Informational Reports within your project number

3. You will see tabs on the left when you click on the project number. Select Reports.



4. Then, you will see all the information available for your project. Again, you may export this information to provide to others. See the next page for examples of all the report types and information available any time you log in.

Seminole County ePlan ProjectDox

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	▼ Contains...	▼ Contains...	▼ Contains...
	Current Project - All Emails Sent	Project	All template emails sent from within this project
	Current Project - All Group Users	Project	All project users listed by group and name
	Current Project - All Logged Events	Project	All logged events for a project between specified dates
	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
	Current Project - Combined Discussions	Project	Project discussion comments, discuss file and workflow form discussions
	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic participants
	Current Project - Unpublished Files	Project	All unpublished files within this project
	Current Project - User Activity History by Date	Project	All logged project events by a named user between specified dates
	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project
	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.
	Plan Review - Review Details	ProjectFlow	Displays the Workflow Routing Slip with a list of review comments
	Plan Review - Workflow Routing Slip	ProjectFlow	Displays the sequential routing and times for completed or current plan review tasks
	ProjectFlow - Checklist Items	Project	Lists the review comments, checklist and changemark details for a workflow instance review cycles.
	ProjectFlow - Workflow Routing Slip	Project	Displays the sequential routing and times for completed or current plan review tasks
	Quick Review - Details	ProjectFlow	All quick review comments and responses per a specified workflow

Informational Reports within your project number

You select the Workflow also known as a review cycle
Export the report by clicking the icon of the floppy disk
You may need to expand or page over to review all information
Key areas are highlighted below on the Department Review Status report
Each Report reflects different information, and different ways of viewing

Workflow: BP24-00014306 - 9/19/2024 3:36:26 PM

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Find | Next

Plan Review - Department Review Status

Project Name: BP24-00014306
Workflow Started: 09/19/2024 03:36 PM
Report Generated: 09/24/2024 08:14 AM

CYCLE	DEPARTMENT	STATUS	REVIEWER
1	ZONING	Corrections Required	Amie Brown
	RES. BUILDING REVIEW	Corrections Required	Amie Brown

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This concludes this guide from the initial request to issuance and viewing Reports during the process. If you have any questions on the process, please contact Amie Brown at abrown03@seminolecountyfl.gov