ePlan Uploading Requirements

When preparing to upload to the ePlan system, please follow the file naming structure and correct file location shown below:

Application Documents Folder should contain at the <u>minimum</u> of these 3 PDF files:

1. Application (on our website under Building Forms and Applications.)
2. Property Appraiser (printer-friendly version from their website)
3. Permit Authorization Form (on our website under Building Forms and Applications.)

These files are to be named for what they are: Application, Prop App., Permit Auth., and Intuitive abbreviations are allowed. The file name should not include special characters, customer names, scanner names, and your project or invoice number.

Other file types uploaded to this folder include recorded NOC, Historical Dig form, Asbestos form, Utility letters, and Health Department documents. Most of these are found on our Forms and Applications page.

 After the plan review approval, additional application documents may be required before we request payment. You will be notified via email to complete a task in ePlan. You may always log in to ePlan anytime to see if you have an Active Task to complete. Once you click on the project number, you may view the various Reports for information such as status and comments you may export to keep others informed.

Review our submittal guides online for assistance with submitting a complete permit package.

Drawings Folder will contain all digitally signed and sealed drawings. Please refer to our website on Florida Administrative Code requirements for digital signatures. The file name includes Prefix, Sheet number, and page name or brief description. There is a color guide on page 2.

1. All drawings must be uploaded as individual, digitally signed, and sealed PDFs.
2. Drawing file names begins with a three-digit prefix number that flows sequentially. For example, you should use 001, 002, and 003 prefixes to begin the name for each sheet.
3. According to the design professionals' plan index, the next part of the file name will be the sheet number and title.
   - If multiple disciplines are on a drawing sheet, abbreviate the discipline names and list them in the file name. Example: 002 Elec Mech Plumb

ALL revisions must be named the same as the original uploaded file you are replacing.

Incorrectly named files will result in a task being returned in ePlan to upload correctly named files <u>PRIOR</u> to plan review.

Sample for naming digitally signed and sealed plan sheets:

ePlan sequence number	Your Alpha-Numeric Sheet #	Your Sheet Title
001	CV	Cover Sheet and Index
002	GN	General Notes
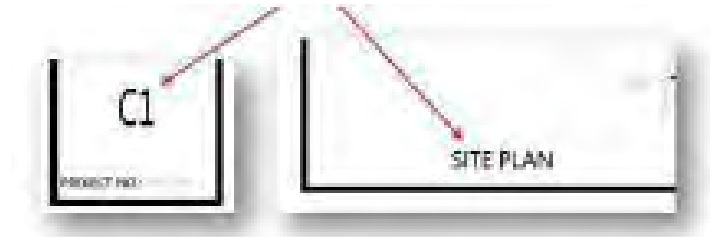
When you upload to ePlan, your file names will be
001 CV Coversheet and 002 GN General Notes, as shown above.

Documents Folder will contain a mixture of signed and sealed documents and other plan review files. These can be named with a simple document description; intuitive naming is acceptable. These are a few examples of some items to upload to this folder:

1. Site plan or survey or plot plan
2. Reroof Supplement form or Supp. or Roof Sup. (Manufacturer installation specifications may be needed for review and will be required on-site for your inspector.)
3. Product Approval form (Manufacturer installation specifications may be needed for review and will be required on-site for your inspector.)
4. Energy Calculations or Ecalcs or Energy Calcs
5. Truss Engineering or Truss Eng

These will be named for what they are; no numeric prefix is required.

Remember, intuitive abbreviations are accepted in the Application Documents and Document folders.

For assistance, please call 407-665-7050 or email bpcustomerservice@seminolecountyfl.gov.

Thank you,

Seminole County Building Division

1101 EAST FIRST STREET SANFORD FL 32771   PHONE (407) 665-7050   FAX (407) 665-7486
BPCustomerService@seminolecountyfl.gov

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