

Welcome to ePlan!!

Hello and **WELCOME** to being an Owner/Builder for your permit application. You are now considered the “contractor” for your project and have been granted access to our ePlan system.

Your first step is to **create a login**. You’ll find a link to create that login in your very first email from the ePlan system.

Make sure to check your junk/spam folder in case the first email ends up in there!

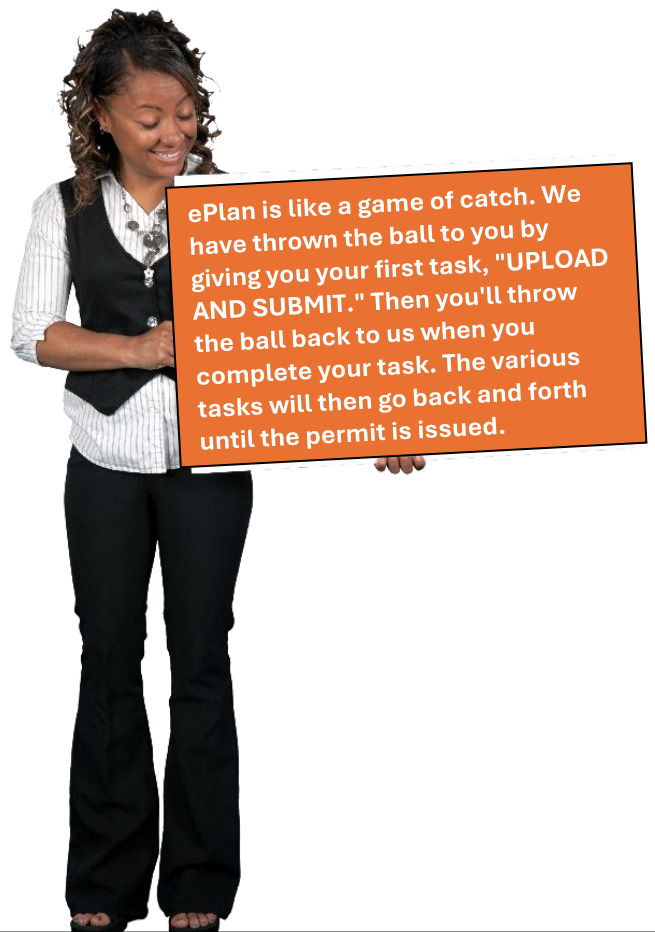
Once you have logged into ePlan, you will see the application/permit number that you received in the office. Click on the number to Enter your ePlan project.

What to do next? Your first task says “UPLOAD AND SUBMIT.” If you are waiting to receive plans to upload, or were going to upload them yourself from home, don’t complete your “UPLOAD AND SUBMIT” task until everything has been uploaded.



If you have handed us all the necessary documents at the counter, then don’t worry about uploading the application documents, we’ve handled that for you! Now you’ll complete the task by clicking “submit” and sending it back to us.

Once the task button is clicked, the project will return to us. We will review your project and you will get email updates along the way.



ePlan is like a game of catch. We have thrown the ball to you by giving you your first task, "UPLOAD AND SUBMIT." Then you'll throw the ball back to us when you complete your task. The various tasks will then go back and forth until the permit is issued.



Have questions about how to complete a task? Or where to go from here? The link down below was made especially for YOU! Watch the helpful tutorials and see how you can make the best of the ePlan system.

https://youtube.com/playlist?list=PLAON1AaPLtM_8tyky5E6QSeW9Vcz5qeEC&si=6ejuLnxepuWc1A00

Have more specific questions about your project? We're just an email away.



OwnerBuilderPermit@SeminoleCountyFL.gov

You can also go through our FAQ section for more information:

[Building | Seminole County](#)

Please let us know if you need anything. We are always here to help to ensure your permitting process flows smoothly.



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407-665-7050