

RESIDENTIAL EZ PERMITTING for CONTRACTORS

DO NOT ENTER A REQUEST THROUGH BPONLINE

Participation Requirements for the EZ Permitting Program

- The contractor must be current in our permitting system with their license and insurance information. If your company is not, email the contractor license, the [License Administrative form](#) from our website, and the Certificate of Insurance (COI) for Workers' Compensation (or exemption card, not the application) and General Liability. The Certificate Holder should state, Seminole County 1101 E. 1st St. Sanford FL, 32771.
- Email the notarized EZ Permits Authorization form with all authorized email addresses, personnel, and payment methods for your company to EZPermits@seminolecountyfl.gov. The completed, notarized authorization form can be submitted by email, fax, mail, or hand delivery. This form will be kept on file for five (5) years; however, it can be updated at any time by the contractor
- See the second page for residential permit types that a contractor may submit through EZ Permits instead of our Electronic Plan Review system. You will **not** apply through Building Permits Online or upload files to ePlan. These submittals are by email only and from authorized personnel.
- The Property Appraiser's information determines the legal owner of record. Legal documentation (executed warranty deed) may be required if property ownership changes.
- Must be able to email legible PDF document(s) emailed to: EZPermits@seminolecountyfl.gov
- Once approved, you will be emailed the total amount due. **PLEASE respond to the email chain notifying us that you have paid so we may issue the permit.** We don't know you have paid until we are notified.

Our goal is same-day permit issuance for permit application packages received Monday through Friday by 2 p.m. We strive to keep this goal; however, on rare occasions, if the customer volume increases within a given day, you may receive it the following day. Again, please notify us promptly after payment so we may issue your permit.

The permit will be placed on hold until we receive a recorded NOC in our office.

NOTE: Condominiums are considered Commercial.

EZ PERMIT RESIDENTIAL TYPES FOR CONTRACTORS ONLY

Once the EZ authorization form is accepted, all submittals are emailed and must include a permit application, the property card, and any supporting docs such as those below. If submitted without NOC, the permit will be issued and placed on hold for inspections until we receive a recorded NOC. A recorded NOC is required for a job value (labor and materials) over \$5,000. A/C change-out value of \$15,000+

**Permitting in
ePlan is Required
Apply through
[Building Permits
Online](#)**

Permit Types	EZ Permit acceptable scopes of work	Specific Requirements for EZ	
Electrical	Re-wire	Stating the whole house or include a layout of the portion to be completed	Exterior light pole
	Change of service under 400 AMPs		Change of service to > 400 AMPs
	Replacement electrical panel	State "like for like" on the application and the location	Photovoltaic- Solar
	Relocating electrical	Layout	
	Miscellaneous electrical	Detailed scope of work	
	Electrical for new well	Layout	
Mechanical	A/C replacement	State "like for like" on the application or list details and provide AHRI if partial change out.	Installation of new A/C unit or change in tonnage
	Ductwork	Stating the whole house or include a layout of the portion to be completed	
Plumbing	Re-pipe	Stating the whole house or include a layout of the portion to be completed	Solar
	Irrigation system		Pool Heat
	Change of water/sewage service	Approval letter from the purveyor if other than Seminole County utilities	Gas
	Water heater replacement	State "like for like" and electric on the application	Gas water heater replacements
	Resurfacing of swimming pool		
	Plumbing from a new well		
	Shingle to Shingle	Reroof Supplement form with all questions answered, including N/A. If skylights are included, a layout and number of skylights are required.	Roof overs, mobile homes, TPO, Metal, Tile, Wood Shake, Single Ply, Built-up to Built-up, Modified Bitumen, Change in roof material.
Window/Door	Replacement only	Product Approval form, including #4, the layout, and number of windows	New opening for window/door
			Enclosing existing window/door