

## Mechanical, Electrical or Plumbing Permit Submittal Guide

### CHECK OUT OUR EZ PERMITS

(Found with the submittal guides for same day permits for contractors via email)

If you are not applying as an Owner Builder, you will initiate your request through [Building Permits Online](#). This is where you will make any online payments for the building submittal as well

In ePlan, select the **APPLICATION DOCUMENTS FOLDER** and upload the following required **forms** as individual properly named pdf files:

- Permit Application
- Property Appraiser's printout with legal description
- Permit Authorization form- for all applicants
- Owner Builder Statement (if applying as an owner, you must visit us in the office with valid government-issued identification.)
- Recorded Notice of Commencement if job value is greater than \$5,000. Mechanical only requires an NOC at \$15,000 and above– prior to the first inspection; this may be emailed to [bpcustomerservice@seminolecountyfl.gov](mailto:bpcustomerservice@seminolecountyfl.gov) if not uploaded at submittal.

In ePlan, select the **DOCUMENTS FOLDER** and upload the following possible additional **forms** as individual properly named pdf files:

- Layout showing the location of work – as applicable
- Riser Diagram – as applicable

**Note:** All contractors and sub-contractors that are listed on the application, must be current in the County's license database, including certified or registered licenses. A current [License Administration Form](#), worker's compensation insurance, and general liability are required for each listed contractor and sub-contractor prior to issuance.

*This is only a guide and may not be all-inclusive for your project*