

How to Submit for a Permit Online with Seminole County Building Division

1101 EAST FIRST STREET SANFORD FL 32771-1468

PHONE (407) 665-7050 FAX (407) 665-7486

WWW.SEMINOLECOUNTYFL.GOV

BPCustomerService@seminolecountyfl.gov

First, verify the job location through the Seminole County Property Appraiser

- Verify the Tax District on the Property Appraiser website to ensure permitting with the correct jurisdiction. If it states County or Agricultural, you will apply for a permit through Seminole County Building Division. If a city's name appears, you will be permitted through that city. E.G.

Tax District

W1:Winter Springs

The above refers to Winter Springs as the Tax District, which you would permit through the city of Winter Springs. Below are locations that would be permitted through the Seminole County Building Division.

Tax District

01:County Tax District

Tax District

G1:Agricultural

Secondly, your contractor license must be current in our system.

- If you are not current in our system, submit a copy of your license and certificates of Insurance (COI) for general liability and workers' compensation or the exception card along with our License Administration form, which can be found on our website under Forms and Applications. The COIs must list Seminole County, 1101 E. 1st St. Sanford, FL 32771, as the certificate holder.

Next, submit your request for an application number through [Building Permits Online](#).

- Select Applicant and click continue

Submit Application - Select User Class

* = Required

Select the preferred user class from the list below

* Type of Applicant:

APPLICANT



Continue

- Search a location by street address or parcel number.

Submit Application - Parcel Search

* = Required

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

Search Method:

Search Criteria

Street Number:

Direction:

* Street Name:

Suffix:

- Select the job address, including any suite or apartment numbers. Select the closest address if this is a new structure and has not been previously addressed. You will upload your signed application stating, “unable to find job address online” in the job description.

Submit Application - Parcel Search Results

* = Required

* Select	Address	↑↓	Unit	↑↓	Parcel Number	↑↓
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- Select an Application type from the drop-down box. Ensure you view and select the correct type needed for your scope of work, as the system automatically adds the plan review agencies needed for that application type, if any.

Application Details

* Application Type:

ELECTRIC SOLAR WIRING



- Enter an *estimated* job value for the total scope of work, including labor and materials.

* Total Estimated Value:

43500



- Total Square footage, Tenant Unit Number, and Tenant Name are only if applicable to your submittal.

Total Square Footage:

Tenant Unit Number:

Tenant Name:

- Select "Contractor."

* Contractor Type:

Contractor



- Please give a Description of Work that explains your scope of work to complete this page. e.g., “Alteration” is not an acceptable description; however, “res. alteration to the kitchen layout and adding sink in the laundry room” is sufficient, as is the example below. DO NOT USE ANY SPECIAL CHARACTERS INSTEAD OF WORDS ‘ “ &, or you will receive an error.

**** REQUIRED --**

Description of Work:

Adding a new office within the existing footprint.
 Adding 3 electrical outlets, ductwork, and new bathroom

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

- Search for Contractor and enter the company name. In our system, less is more, so the “Test ABC Contractor” company may be easier to find by searching “test.”

Search Criteria

Match Name:

* Contractor Name:

- You will then select the correct company *and* license number you are utilizing for the project.

Select Contractor

* Select	Name	Number	Type
<input checked="" type="radio"/>	TEST ABC COMPANY	26000015821	SEMINOLE COUNTY

Showing 1 to 1 of 1 entries

- The following page will ask for Applicant's first and last name and contact information. Important: This is the individual (Applicant) with access to the project in ePlan, with the email address provided. This email address will receive all ePlan notifications. **We highly recommend a general email address if anyone needs ePlan access if someone is ill, on vacation, promoted, or no longer with the company. You must confirm this information at the bottom of this screen.**

Contractor: TEST ABC COMPANY

* Applicant Name:	<input type="text" value="First and Last"/>	✓
Address:	<input type="text" value="1101 E. 1st St."/>	✓
	<input type="text" value="Sanford, FL"/>	
	<input type="text"/>	
Zip:	<input type="text" value="32771"/>	✓
* Work Phone:	<input type="text" value="407-665-7050"/>	✓
Home Phone:	<input type="text"/>	
Cell Phone:	<input type="text"/>	
Miscellaneous Phone:	<input type="text"/>	
* EMail:	<input type="text" value="BPCustomerService@seminolecountyfl.gov"/>	✓

- The Structure page must only be completed if you are building a structure from the ground up. e.g., SFR, addition, mail kiosk, dumpster enclosure, etc. If not, click continue. Electronic plans include, at a minimum, a signed application, Property Appraiser Card, and Permit Authorization Form POA for the license holder and all their power of attorney.

Structure Details

You are required to upload electronic plans.

Contractor: TEST ABC COMPANY

Structure Description:

[Back](#) [Continue](#)

- The next page will be for verification; this will be your last chance to change any information. Before submitting your request, verify the job address, contractor, contact person (Applicant), and email address associated with this project. This email address you provide will be your login for your project in ePlan. Misspellings or autocorrection from your browser may affect your ability to locate your project in ePlan. Once you Submit your request, you can add your subcontractors. Adding them now will let you know if they are active in our system. If you cannot locate them by company name, remember that less is more in our system; if they are expired or have never been entered into our database, you must submit their licensing information before paying for the permit.

General Information

Application Type: ELECTRIC SOLAR WIRING

Estimated Value: \$43,500

Square Footage:

Tenant Unit Number:

Tenant Name:

Public Building: No

Description of Work: Adding a new office within existing footprint, adding 3 electrical outlets, ductwork and new bathroom

Contractor and Applicant Information

Contractor: TEST ABC COMPANY

Applicant: First and Last

Address: 1101 E. 1st St., Sanford, FL 32771

Home Phone:

Work Phone: (407) 665-7050

Cell Phone:

Miscellaneous Phone:

Email: BPCustomerService@seminolecountyfl.gov

Structure Information

Structure Description:

Back

Submit

- This page will show your reserved application number. We highly suggest you capture this information for reference. If this is your first time using this email address with the County, you will receive your temporary password for ePlan via email, and a link to the ePlan login page will be provided. You may also access the ePlan login screen from the [Building Division homepage](#) and the left-side menu options.

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: 24 - 00013457


Application PIN:  1216835768

[Click here to assign subcontractors](#) 

- Once you Submit your request, you can add your subcontractors. Adding them now will let you know if they are active in our system. If you cannot locate them by company name, remember that less is more in our system; if they are expired or have never been entered into our database, you must submit their licensing information before paying for the permit.



Application Submittal - Subcontractor Assignment

 **Search** (Click to Hide Search Details...)


- Enter your assigned application year and number to add subcontractors.
- This system is unavailable each day between 11:30 PM and 5:00 AM for maintenance.


Please note: The Seminole County Building Permitting Department makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

Permit Number: - *



Application Submittal - Subcontractor Assignment

 **Search** (Click to Show Search Details...)

 **Permit Details** (Click to Hide Permit Details...)

Application Number:	24-00013457	Tenant Name:	
Application Type:	ELECTRIC SOLAR WIRING	Tenant Number:	
Application Description:	ELECTRIC SOLAR WIRING	Square Footage:	0
Address:	1101 E 1ST ST TEST	Application Date:	09/04/24
Parcel ID:	30-19-31-506-0200-0010	Status:	IN PLAN CHECK

Attached Subcontractor Name	State License Number
TEST ABC COMPANY	SEMINOLE COUNTY

Add A Subcontractor

- Fill out the search value to find another subcontractor by name.
- Click a contractor listed to add as a subcontractor to this permit.
- Once you have completed your subcontractor assignment, close this window to end the process.

Name contains:

Contractor Name	State License	Type
ABC TEST	123456789	SPECIALTY WITH RESTRICTIONS
TEST ABC COMPANY	SEMINOLE COUNTY	CERTIFIED BUILDING

You have now reserved a building application number with Seminole County! You will receive an email invitation and an Upload and Submit task notification requesting that you upload your permit package to our ePlan system. The email will have a link to log in to your project in ePlan/ ProjectDox/ ProjectFlow. The email account listed under “Applicant” in your [Building Permits Online](#) request will be the email address to log into the ePlan account under which your project will be found. All files must be uploaded individually as a PDF. You may view our Submittal guides and naming convention for the plan sheet on the [Building Division](#) website. You must complete the task to notify the County that you are ready for review. Contact us if additional assistance is needed.

- If you need to change the ePlan password, you may request a verification code through the “Forgot Password” link on the ePlan login page. This is time-sensitive and must be entered immediately while on the verification page. **DO NOT COMPLETE THE SECURITY QUESTIONS** on your profile, as they do not apply.

Welcome to the Seminole County Plan Review System

Login

E-mail:

Password:

The Password field is required.

Login

[Forgot password?](#)



You need an account to access your projects. Contact the Jurisdiction if you don't have an account login.

Request Password Reset Code

E-mail:

Go

1. Enter your email address to re-set your password.
2. You will receive an email with a verification code and a link to re-set the password.

- Once successfully logged into ePlan, you may access your project directly from the ProjectDox Dashboard OR select “View All Projects” at the bottom of the page.

[View All Projects](#)

- From here, you may monitor your “Task (New)” tab on the left-hand side. If you see any tasks listed there, we await their completion, and this will notify us that you are ready for review. You may also search for a specific permit number that states “Project” next to the Enter Project Name” box.

Electronic Plan Review



The screenshot shows the ePlan interface. At the top right, there is a navigation bar with a 'Home' button, a search icon, and a search box labeled 'Project: Enter project name'. Below this, there are three tabs: 'Task (Old)', 'Task (New)' (which is highlighted with a yellow background), and 'Projects'. A blue arrow points to the search box.

- Once you click on the task name to accept it, instructions will be on each task page to assist you with completing your task.
- Watch for email notifications when payment is due or if corrections are required.
- After you make payment, online or in the office, you MUST complete the Payment Selection task, which notifies us to issue your permit.

Seminole County Building Division
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