

Window, Door, and/or Siding Replacement 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– prior to first inspection; may be emailed to bpcustomerservice@seminolecountyfl.gov if not uploaded at submittal.

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

- Product Approval Form- for windows and siding, check the related questions on the form
- Layout that applies to requirements listed on Product Approval Form number 4, 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