

Gas Permit Submittal Guide

RESOURCES folder in **ePlan** can assist with file naming, applicant tasks and other helpful information

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
- Power of Attorney (if someone other than the license holder is the applicant)
- 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 additional forms as individual properly named pdf files:

- Gas Plan Worksheet
- Site Plan showing location of proposed gas line – as applicable

Note: A separate above ground or below ground fuel tank permit will be required if:

- Single LP tank of 125 gallons or greater
- Multiple LP tanks with an aggregate capacity of 125 gallons or greater
- Stationary above ground tanks with a capacity greater than 550 gallons and underground storage tanks with a capacity of 110 gallons will require a permit and be regulated by FDEP.
- The storage, handling, and use of flammable and combustible liquids shall be permitted by Fire regardless of size. This includes but is not limited to gasoline, kerosene, diesel, etc.

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