

## 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)

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](mailto: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*