Building ePlan Applicant User Guide

SEMINOLE COUNTY

FLORIDA'S NATURAL CHOICE

**SEMINOLE COUNTY
DEVELOPMENT SERVICES DEPARTMENT**

BUILDING DIVISION

Topics

If you are unable to locate the answer to your question, you may contact us at BPCustomerService@SeminoleCountyFL.gov or the ePlan line at 407-665-7050.

Overview of the ePlan Task Process

Blue is an Applicant task and green is a County task.

Upload and Submit Task

Prescreen

Submission Corrections (if needed and returns to step above)

Pre-Plan Review (skip to Pre-Issuance Verification for permits not requiring plan review)

Pre-Plan Review Corrections (if needed and returns to step above)

Department Review

Plan Review Corrections (if needed)

Resubmit Received (if errors found returns to step above)

Plan Review Cycle 2 (this and the previous step continue until approved)

Review Complete

Batch Stamp

Pre-Issuance Final Verification

Additional Documents Required (if needed and returns to step above)

Payment Required (if no corrections are required)

Issue Permit

Outstanding Items (Fees not paid in full or expired insurance)

Issue Permit

Things to know:

Applicants receive email notifications for every task. There is no longer a need to email Seminole County unless you have a question or need to request a revision. When the Applicant completes a task it will automatically notify Seminole County.

- Tasks not completed will cause a delay in receiving your approved permit. Completing a task is how you notify Seminole County you are ready for review
- This guide has every email and eForm the Applicant may possibly see
- This guide indicates the steps on each eForm required to complete each task
- County staff issues and uploads permit cards daily into ePlan. There is a lapse of time between the Payment Required task being completed and receiving your issued permit. Please wait for Permit Issued email shown below.
- All files are to be uploaded as individual pdf properly named files. See Resources tab or folder for naming convention
- All files uploaded for corrections MUST be named exactly the same as the original file
- Verify digital signature requirements for design professionals under the Resources tab or folder in the project.
- Always ensure you do not have any projects listed under the "Tasks(New)" or "Tasks (Old)" tabs or the County is waiting for you to complete the task to proceed
- The Internet Explorer (IE 11) browser will give the most functionality for this system

Apply Online and Invitation Email

- Apply on BPOnline to Submit Request for Application Number. A step by step guide may be found on our website to initiate the online permitting process.
- All communication will be from the same email account that was provided in the initial request on BPOnline.
- The first email is your invitation.

Invitation email for First Time Users

Please do not reply to this email, it is system generated.

Welcome Applicant to Seminole County's ePlan review system!

Your login credentials the email provided on your online application request. Note, the password is case sensitive.
A permit application request has been created in ePlan. ePlan is a task driven system. You will receive emails notifying you to complete your tasks. Instructions are provided once you open your task in ePlan. If you do not complete your task this will result in a delay of reviews and/or permit issuance.

See our submittal guides under Forms and Applications for more information regarding your scope of work.
ePlan Applicant User Guide

User Login:	ContactPersonYou@ListedOnSubmittal.com
Temporary Password	**A8C7D4C**
Project Permit #:	**BP20-00005246**
Project Description:	**FENCE/WALL RESIDENTIAL**
Plan Check Coordinator:	**Building Division**
Plan Check Coordinator's Email:	**bpcustomerservice@seminolecountyfl.gov**
Project Permit Access Link	

Please contact us if you need assistance.
Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
BP Customer Service

- You will click on *Project Permit Access Link* and enter the User Login and Temporary password to login into the ePlan system. IMPORTANT: Existing users will not have a temporary password.

Logging in to EPLAN/PROJECTDOX

1. From the invitation, click on "**Project Permit Access Link"**. This will open a web browser and take you directly to the login screen. You can also open a web browser and type https://eplan.seminolecountyfl.gov/epr/. **Note: Please ensure that the pop-up blocker is turned off and that you indicate that ProjectDox is a trusted site.**

2. If you are using Internet Explorer, you will be required to "**Install ProjectDox Components"** at the bottom of the screen to install ProjectDox on your computer for full functionality. This is the browser recommended by the creator of ProjectDox or ePlan.

3. Your e-mail address will be your username. For new users, see your invitation e-mail for your temporary password. For existing users, enter your password and click "Accept & Login". **The password is case sensitive.**

4. New Users will be taken to your User Profile. You will need to: (1) reset your password, (2) create a security question and answer, and (3) enter additional information about yourself.

5. Fill in all of required fields and click "**Save"** that is outlined in orange above.

6. After logging in, you will be taken to your home page.

Home Page

TASKS (New)

Tasks (New) are projects created after **September 28th , 2020**. These tasks are assigned to you as the Applicant. You may reduce the number of columns, move columns in a different order and sort columns. **Important:** Any overdue tasks will immediately be placed at the top of the list and turn red.

Hide or remove columns: click the Settings buttons ⚙ next to the column and select Hide. You may hide more than one column at a time by selecting Column Chooser.

Move columns: click the Settings buttons ⚙ next to the column and select Move To. You may also select the column name by clicking on it, holding and then dragging it to the order you prefer.

Sort columns: click on the Column name and the click the ⬆. Clicking once will sort Ascending, clicking a second time will sort Descending. Once you have hidden, adjusted and sorted columns, click 🔒 Save Settings

Home Page

TASKS (Old)

Tasks (Old) are projects created before **September 28th, 2020**. To view project tasks created prior to **September 28th, 2020**, please select the Tasks (Old) tab.

Projects

This is a list of all projects in ePlan also known as ProjectDox. You may select *Recent Projects* to see the last 15 projects you have opened recently. *All Projects* will show everything under the email address used to login to ePlan. Both buttons, shown highlighted in yellow, are in the upper right-hand corner. Once you select a button you can then use the sort and search in each of the columns highlighted in red. The project status will be found under the Projects tab. Task tabs will show task status not the project.

How to Upload

Once you click on a folder name your upload button will appear. The left picture is from the folder inside the project. On the right, is uploading from the eForm folder. Use these instructions to upload <u>any</u> time there is a task assigned to the applicant requiring the uploading of additional files. **You will NOT be able to upload unless there is a task assigned to the applicant.**

No files currently exist in **Application Documents**.

To upload files into this folder
(1) Click the Upload button below
(2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

1. [View Folders] [**Upload Files**]

OR

Project: BP20-00005250

Select your files to upload to this folder:

[Select Files to Upload] [View Folders]

📁 BP20-00005250\Application Documents

Electronic Plan Review   Close Window

Folder: BP20-00005250\Application Documents

[Upload Files] [Upload URL]

Browse For Files   [Browse For Files] [Upload Files]

Browse for files or drag files into this area.

- -

Once you select *Upload Files* then you will select *Browse for Files* to upload them from your computer where they were scanned and saved. You may also drag and drop files into the ---outlined---area.

2. -

How to Upload

Click the X highlighted in orange to delete a file before clicking *Upload Files* to your project.

3.

After clicking *Upload Files*, this confirms what has been uploaded to your project. **Important:** If uploading corrections, they should be named **exactly the same** as the original file and will appear in blue if named correctly. If there have been no changes then the page will **NOT** upload the file.

Files highlighted in blue are **version candidates**.
They will be versioned **if** the file content has been changed in any way.

ACCEPTING AND COMPLETING TASKS

Home screen	OR	Inside the project

When you click on any task, a confirmation box will ask if you are sure you want to accept this task. Click OK. If you are in the project you may click on the highlighted dialogue box for your task instructions prior to accepting the task.
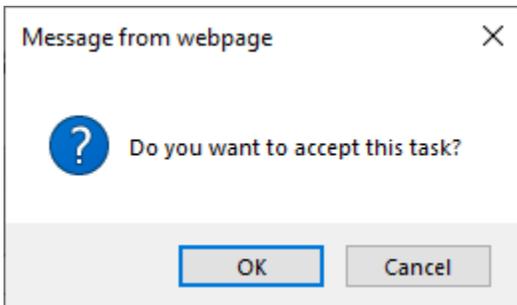
When you complete a task you will receive a confirmation box as well. Once you click OK, you will **not** be able to upload any files.
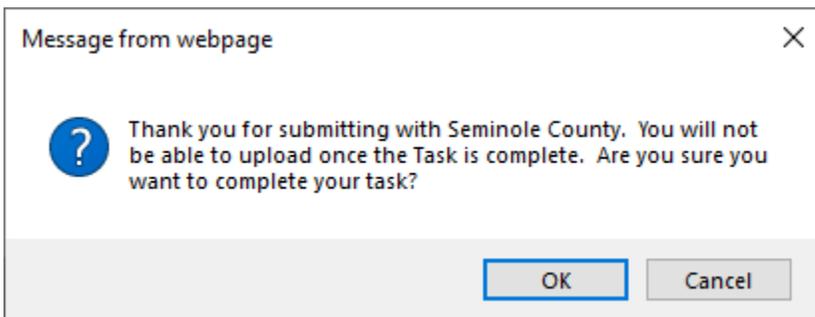
Now, the task has been removed from your Tasks (New) and Tasks (Old) tab and placed on Seminole County's task queue. When you complete a task, it notifies Seminole County you are ready for review. If you still have a task listed under either Tasks tabs then it is not complete. By not completing the task, it will cause delay in approval and issuance of your permit. If you need assistance please contact us BPCustomerService@SeminoleCountyFL.gov or 407.665.7050.

Checklist for Corrections

This will be the checklist if any corrections are needed at any point throughout the review process. The Status column will indicate if the comment is Not Met, Met or Informational. See below for other important parts of the checklist.

The first portion will list the corrections under the Comment Text column. The Department column shows the review agency requesting the corrections.

Checklist for Corrections

The second portion, shown below, allows the reviewer/coordinator and the applicant to enter any specific comments in the checklist. This will NOT take the place of a file that requires an approval stamp for the jobsite, it's only for communication.

APPLICANT RESPONSE ⚙	COORDINATOR COMMENTS ⚙
▽ Contains...	▽ Contains...
The Applicant can respond to a comment however it does NOT take the place of a file that needs an approval stamp.	Seminole County may relay any pertinent information that may explain a checklist item in more detail.

Below you can see the status of your correction comment. If you enter a comment in the box above, you MUST click the green Save button on the right AND the gray save button in the lower left (shown below and on 2nd image above for the checklist) of the checklist prior to closing. It takes clicking "**Save" twice** in order for it to retain the text that was entered.

STATUS ⚙	STATUS UPDATED BY ⚙	STATUS DATE UPDATED ⚙
▽ Contains...	▽ Contains...	▽ Contains...
Not Met	Amie Brown	9/21/2020 5:00:51 PM

① ✓ Save   ⊘ Cancel   Save   Close   **AND**   ②

Status column

Not Met - needs to be addressed

Met- already addressed, nothing more is needed

Informational – petains to plan issuance and/ or certificate of completion or occupancy.

Upload and Submit Task

The first task in ePlan is assigned to the applicant to Upload and Submit. The applicant is notified via an email generated by ePlan a.k.a ProjectDox that they have a task to complete. The applicant will enter their project through one of the two ways shown below on the email.

Upload and Submit

Please do not reply to this email, it is system generated.

Attention Applicant:

The Upload and Submit task has been sent to you in response to your recent permit application request. Open your task and there will be instructions on how to complete it.
You have 10 business days before this reservation expires and is voided.

①

See our submittal guides under Forms and Applications for more information regarding your scope of work.

IMPORTANT: After your upload is complete, you must click on "Upload Complete" to proceed to review. If you do not complete your task this will result in a delay of reviews and/or permit issuance.

Project:	**BP20-00005250**
Project Description:	**UNDERGROUND FIRE MAIN INSTALLATION**
Task:	**Upload and Submit**
Assigned by:	**Building Division**
Project Access | **Login to Electronic Plan Review**	

②   **or**   ③

ePlan Applicant User Guide
Please contact us if you need assistance.
Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
BP Customer Service

Upload and Submit Task

Both of the above options will require you to login in first before proceeding. You will scan all your files to your computer to prepare for uploading. Once you are ready to upload you will click on the task Upload and Submit . See screen shot below of the eForm that opens after accepting the task. If you need assistance uploading please see above on "How to Upload." Reminder, any required signed and sealed files **MUST** be digitally signed and sealed to be uploaded by you, the Applicant. Seminole County Building Division will upload the original wet or embossed sealed page for an additional fee.

If the Task Instructions on each eForm are followed then the task will be complete. Some of the eForms have check boxes that <u>must </u>be checked in order for the complete button to become available to select. You will not see any projects under either Task tabs if the task has been completed. This notifies Seminole County the project is ready for review.

Upload and Submit Task

UPLOAD AND SUBMIT

ProjectFlow **BUILDING** avolve software

Review Information	Application Information	Structure Information	Global File Compare	Resources ②	Checklist Items	Routing Slip

Project Name: BP20-00005251
Project Description: RES ALTERATIONS, NO CHANGE IN UNITS - test
Coordinator: Building Division
Workflow/Activity Name: Building Workflow/Upload and Submit
Current User Login: Amie Brown (abrown03@seminolecountyfl.gov)

Task Instructions ①

1. Upload and submit these files as individual files in to the Application Documents Folder.
   ◦ A completed and signed Application (Required).
   ◦ Property Appraiser printout (Required).
   ◦ Power of Attorney and/or Signature Acknowledgment Form (Required).
2. Optionally, you may upload these files.
   ◦ Digitally signed and sealed plan sheets as individual files in the Drawings folder. Please use our naming convention found under the Resources tab.
   ◦ Site plans, Gas worksheets, Product approval forms, Energy calculations, truss engineering and other plan review related files as individual files to the Documents folder. A truss engineering package for example is one file though it's multiple sheets.
3. Confirm properly named and complete package has been uploaded.
4. Click 'Upload Complete - Submit' button to submit your files.

Project: BP20-00005251

Select destination folder for files:

▾ 📁 BP20-00005251

    📁 RESOURCES (1 Files - 0 New)
    📁 Application Documents
    📁 Drawings ③
    📁 Documents

④

[Upload Complete - Submit] [Save For Later]

Submission Corrections

Please do not reply to this email, it is system generated.

Attention Applicant:

You are receiving this email in regards to corrections for BP20-00005250.

You have not met the minimum requirements to proceed in the Submissions approval process.

Click on the Project Access link below to login to ePlan. Instructions to complete your task are provided when you open the task.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The ePlan Applicant User Guide is also a great reference for information on how to use our online permitting system.

Project:	**BP20-00005250**
Project Description:	**UNDERGROUND FIRE MAIN INSTALLATION**
Task:	**Submission Corrections**
Assigned by:	**Building Division**
Project Access | **Login to Electronic Plan Review**	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
BP Customer Service

SUBMISSION CORRECTIONS

ProjectFlow **BUILDING** avolve software

| Review Information | Application Information | Structure Information | Global File Compare | Resources | Checklist Items | Routing Slip |

(4)

Project Name: BP20-00005250
Project Description: UNDERGROUND FIRE MAIN INSTALLATION
Coordinator: Building Division
Workflow/Activity Name: Building Workflow/Submission Corrections
Current User Login: Amie Brown

Task Instructions **(1)**

1. Respond to all checklist items and any discussion comments.
2. Upload files into the appropriate folders below (if requested). If uploading revised files, use the same name as the original.
3. Confirm completion by selecting the checkbox at the bottom.
4. Click 'Upload Complete - Submit' to submit your files.

[View/Edit Checklist Items (0)] **(2)**

Project: BP20-00005250

Select destination folder for files:

▼ 📁 BP20-00005250

📁 RESOURCES (1 Files - 1 New)
📁 Application Documents (2 Files - 2 New)
📁 Drawings **(5)**
📁 Documents

Discussion Comments **(3)**

[Add Comment]

Show 5 ▼ records

◄►	DISCUSSION COMMENT ⚙	PARTICIPANT ⚙	DATE/TIME ⚙	◄►

0 - 0 of 0 records |← ← prev **1** next → →|

☐ Response provided for all comments and files have been uploaded (if requested).

(6)

(7) [Complete] [Save For Later]

Pre-Review Corrections

Please do not reply to this email, it is system generated.

Attention Applicant:

You are receiving this email in regards to corrections for BP20-00005250.

You have not met the minimum requirements to proceed in the Submissions approval process.

Click on the Project Access link below to login to ePlan. Instructions to complete your task are provided when you open the task.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The ePlan Applicant User Guide is also a great reference for information on how to use our online permitting system.

Project:	**BP20-00005250**
Project Description:	**UNDERGROUND FIRE MAIN INSTALLATION - test**
Task:	**Pre-Review Corrections**
Assigned by:	**Building Division**
Project Access	**Login to Electronic Plan Review**	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
BP Customer Service

PRE-REVIEW CORRECTIONS

ProjectFlow **BUILDING** avolve software

| Review Information | Application Information | Structure Information | Global File Compare | Resources | Checklist Items | Routing Slip |

(4)

Project Name: BP20-00005250
Project Description: UNDERGROUND FIRE MAIN INSTALLATION
Coordinator: Building Division
Workflow/Activity Name: Building Workflow/Pre-Review Corrections
Current User Login: Amie Brown

Task Instructions (1)

1. Please provide information as requested.
2. Name any files you are replacing the same name as the original so it will version over. You may use the Resources tab to view our naming convention and digital signature requirements.
3. Click the 'Complete' button.

Project: BP20-00005250

Select destination folder for files:

▼ 📂 BP20-00005250

   📁 RESOURCES (1 Files - 1 New)
   📁 Application Documents (2 Files - 2 New)
   📁 Drawings **(5)**
   📁 Documents

[View/Edit Checklist Items (1)] **(2)**

Discussion Comments

[Add Comment] **(3)**

			Show 5 ▾ records
◆▸	DISCUSSION COMMENT ⚙	PARTICIPANT ⚙	DATE/TIME ⚙	◆▸
0 - 0 of 0 records			|↤ ← prev **1** next → ↦|

(6)

[Complete] [Save for Later] [Close]

Plan Review Corrections

Please do not reply to this email, it is system generated.

Attention Applicant:

You are receiving this email in regards to corrections for BP20-00005250.

You have not met the minimum requirements to proceed in the Submissions approval process.

Click on the Project Access link below to login to ePlan. Instructions to complete your task are provided when you open the task.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The ePlan Applicant User Guide is also a great reference for information on how to use our online permitting system.

Project:	**BP20-00005250**
Project Description:	**UNDERGROUND FIRE MAIN INSTALLATION**
Task:	**Plan Review Corrections**
Assigned by:	**Building Division**
Project Access | **Login to Electronic Plan Review**	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
BP Customer Service

PLAN REVIEW CORRECTIONS

ProjectFlow **BUILDING** avolve software

Review Information	Application Information	Structure Information	Global File Compare	Resources	Checklist Items	Routing Slip

Project Name: BP20-00005250
Project Description: UNDERGROUND FIRE MAIN INSTALLATION
Coordinator: Building Division
Review Cycle: 1
Workflow/Activity Name: Building Workflow/Plan Review Corrections
Current User Login: Amie Brown

Task Instructions ①

1. Respond to all changemarks and checklist items.
2. Upload new or revised files into the appropriate folders below (if requested). If uploading revised files, use the same name as the original.
3. Confirm completion by selecting all 3 checkboxes at the bottom.
4. Click 'Upload Complete - Resubmit' to submit your files.

[View/Edit Changemark Items (1)] ② [View/Edit Checklist Items (2)] ③

Project: BP20-00005250

Select destination folder for files:

▾ 📂 BP20-00005250

   📁 RESOURCES (1 Files - 1 New)
   📁 Application Documents (2 Files - 2 New)
   📁 Drawings ④
   📁 Documents

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
FIRE	Amie Brown abrown03@seminolecountyfl.gov	Corrections Required	Example corrections	

Task Instructions

⑤ **Check ALL boxes**

☑ I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the 'Checklist Items' button above.

☑ I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the 'Changemark Items' button above.

☑ I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

⑥ [Response Complete - Resubmit] [Save For Later]

Additional Documents Required

Please do not reply to this email, it is system generated.

Attention Amie:

You are receiving this email in regards to BP20-00005250.

It looks like you were missing something. Additional documents are required to proceed in the review process.

Click on the Project Access link below to login to ePlan. Instructions to complete your task are provided when you open the task.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The ePlan Applicant User Guide is also a great reference for information on how to use our online permitting system.

Project:	**BP20-00005250**
Project Description:	**UNDERGROUND FIRE MAIN INSTALLATION**
Task:	**Additional Documents Required**
Assigned by:	**Building Division**
Project Access | **Login to Electronic Plan Review**	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
BP Customer Service

ADDITIONAL DOCUMENTS REQUIRED

ProjectFlow BUILDING avolve software

| Review Information | Application Information | Structure Information | Global File Compare | Resources | Checklist Items | Routing Slip |

Project Name: BP20-00005250
Project Description: UNDERGROUND FIRE MAIN INSTALLATION - test
Coordinator: Building Division
Review Cycle: 2
Workflow/Activity Name: Building Workflow/Additional Documents Required
Current User Login: Amie Brown

Task Instructions ①

1. Respond to discussion board comments and checklist items.
2. Upload new or revised files into the Application Documents folder below (if requested). If uploading revised files, use the same name as the original.
3. Confirm completion by selecting the checkbox at the bottom.
4. Click 'Complete' to submit for verification.

[View/Edit Checklist Items (1)] ②

Discussion Comments ③

[Add Comment]

Show [5 ▼] records

	DISCUSSION COMMENT	PARTICIPANT	DATE/TIME	
	Add comments here. All files must be uploaded.	Amie Brown	7/31/2020 2:20:08 PM	

1 - 1 of 1 records |← ← prev | 1 | next → →|

Project: BP20-00005250

Select destination folder for files:

▾ 📁 BP20-00005250

    📁 RESOURCES (1 Files - 0 New)
    📁 Application Documents (2 Files - 2 New)
    📁 Drawings ⑤
    📁 Documents

> Upload files into the Application Documents only at this task.

⑥ ☐ I have completed all outstanding items.

⑦ [Complete]   [Save For Later]

Payment Required Task

Payment Required

Please do not reply to this email, it is system generated.

Attention Amie:

You are receiving this email in regards to payment on BP20-00005250.

Click on the Project Access link below to login to ePlan. Instructions to complete your task are provided when you open the task.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The ePlan Applicant User Guide is also a great reference for information on how to use our online permitting system.

Project:	**BP20-00005250**
Project Description:	**UNDERGROUND FIRE MAIN INSTALLATION**
Task:	**Payment Required**
Assigned by:	**Building Division**
Project Access | **Login to Electronic Plan Review**	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
BP Customer Service

PAYMENT REQUIRED

ProjectFlow
BUILDING avolve software

Review Information	Application Information	Structure Information	Global File Compare	Resources	Checklist Items	Routing Slip

③

Project Name: BP20-00005250
Project Description: UNDERGROUND FIRE MAIN INSTALLATION - test
Coordinator: Building Division
Review Cycle: 2
Workflow/Activity Name: Building Workflow/Payment Required
Current User Login: Amie Brown

Task Instructions ①

1. Please pay outstanding fees.
2. You may make payment by
   ◦ Credit card online,
   ◦ Cash or Check submitted to the office, or
   ◦ Add a comment in the Discussion Comment box to notify the County to use your escrow account.
3. Once all outstanding fees have been paid, the County will issue your permit. You will receive an email notification when the permit has been issued and you have access to download and print the approved files in the approved folders.

Discussion Comments

The total amount due for your permit will be located under the Discussion Comments. You may use the Resource link to pay by credit card. **IF** paying by escrow, enter authorization to withdraw as a Discussion Comment and click save. Cash or check may be submitted in office.

[Add Comment] ②

Show 5 ▾ records

	DISCUSSION COMMENT	⚙	PARTICIPANT	⚙	DATE/TIME	⚙	◄►
	Add comments here. All files must be uploaded.		Amie Brown		7/31/2020 2:20:08 PM		
	123.45 NOC required		Amie Brown		7/31/2020 2:42:14 PM		

1 - 2 of 2 records |← ← prev **1** next → →|

④ ☐ I have paid the outstanding fees.

⑤ [Complete] [Close]

Outstanding Items

Please do not reply to this email, it is system generated.

Attention Amie:

You are receiving this email in regards to Outstanding Items on BP20-00005250.

Click on the Project Access link below to login to ePlan. Instructions to complete your task are provided when you open the task.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The ePlan Applicant User Guide is also a great reference for information on how to use our online permitting system.

Project:	**BP20-00005250**
Project Description:	**UNDERGROUND FIRE MAIN INSTALLATION**
Task:	**Outstanding Items**
Assigned by:	**Building Division**
Project Access | **Login to Electronic Plan Review**	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
BP Customer Service

OUTSTANDING ITEMS

ProjectFlow
BUILDING
avolve software

Review Information	Application Information	Structure Information	Global File Compare	Resources	Checklist Items	Routing Slip

③

Project Name: BP20-00005250
Project Description: UNDERGROUND FIRE MAIN INSTALLATION
Coordinator: Building Division
Review Cycle: 2
Workflow/Activity Name: Building Workflow/Outstanding Items
Current User Login: Amie Brown

Task Instructions **①**

1. Please complete outstanding items as requested.
2. Confirm completion by selecting the checkbox at the bottom.
3. Click 'Complete' to submit for verification.

Project: BP20-00005250

Select destination folder for files:

▸ 📁 BP20-00005250

    📁 RESOURCES (1 Files - 0 New)
    📁 Application Documents (2 Files - 2 New)
    📁 Drawings
    📁 Documents

Discussion Comments

[Add Comment] **②**

Show 5 ▾ records

	DISCUSSION COMMENT	PARTICIPANT	DATE/TIME	
	Add comments here. All files must be uploaded.	Amie Brown	7/31/2020 2:20:08 PM	
	123.45 NOC required	Amie Brown	7/31/2020 2:42:14 PM	
	Reasons why you may get this task. Surcharges we not paid, please pay X.XX online or in office. Possibly escrow is low and needs replenished. Worker's Compensation or General Liability certificates are expired.	Amie Brown	7/31/2020 3:27:24 PM	

1 - 3 of 3 records

|← ← prev **1** next → →|

④ ☐ I have completed the outstanding items as requested.

⑤ [Complete] [Save for Later] [Close]

Permit Issuance Email and Approved folders

Please do not reply to this email, it is system generated.

Hello Amie:

You are receiving this email in regards to application BP20-00005250.

Congratulations! You're permit has been issued. Login to ePlan and download all available files in the **Approved Documents** and **Approved Drawings** folders for your job site. If a revision is required for your approved scope of work you may email BPCustomerService@seminolecountyfl.gov requesting a revision. An email notification will be sent for you to upload the Revision form found on our website along with the applicable plan changes.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The ePlan Applicant User Guide is also a great reference for information on how to use our online permitting system.

Project:	**BP20-00005250**
Project Description:	**UNDERGROUND FIRE MAIN INSTALLATION**
Task:	**Notify Download**
Project Access	**Login to Electronic Plan Review**	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
BP Customer Service
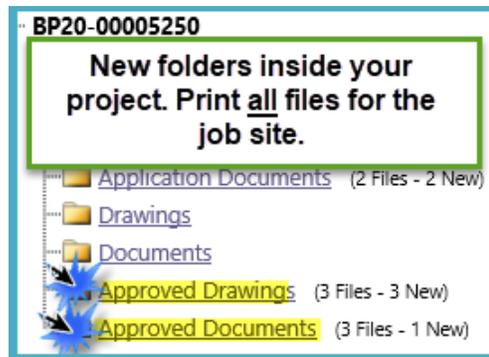
This email will notify you that your permit has been issued. You will see your Approved Drawings and Approved Documents folders in your project. Please note, staff prints and uploads the permit card to the Approved Documents folder. This is not an automated system feature. Print all approved files for the job site.

If you have not received this email, then check the status of your application in the Project Reports. DO NOT START WORK. You may be at risk of a code violation for unpermitted construction. If you need assistance please contact the Building Division at BPCustomerService@SeminoleCountyFL.gov or 407.665.7050.

Project Reports

The Project Reports will give you real time updates on the status of your permit. If you receive a corrections task, these reports will allow you to download the checklist or changemarks to give to your design professional. You may view these reports <u>without</u> having a task on your side. Take a moment to look at the Project Reports in your project for helpful information that may a call or email. If you are unable to find your answer you may contact us at BPCustomerService@SeminoleCountyFL.gov or 407.665.7050.