

Commercial Permit Submittal Guide

REQUIRED FORMS:

- Commercial Permit Application
- Property Appraiser's printout with legal description
- Recorded Notice of Commencement [or] signed contract for less than \$2500.00

POSSIBLE ADDITIONAL FORMS:

- Historical / Archaeological Form
- Power of Attorney Form and/or Signature Acknowledgement Form
- Owner / Builder Statement
- Utility letter
- Estoppel letter
- Septic permit or receipt of application

PLANS: (3 copies required)

- Signed Seminole County Approved Site Plan
- Construction Drawings* (Structural work [or] non-structural work with a valuation greater than \$25,000.00** is required to be signed and sealed)
- Seminole County Product Approval Form – as required
- Truss engineering – as required
- Energy calculations – as required
- Geotechnical soil engineering – as required

NOTE: Proof of worker's compensation insurance and a deposit of 50% of the estimated permit fee are required at the time of submittal

**Refer to the Commercial Plan Requirements guide for information required to be on the plans*

***Exception: Accessory structures with an area of 120 square feet or less*

This is only a guide and may not be all-inclusive for your particular project.