ePlan Gas Submittal Guide

<u>**RESOURCES**</u> in **ePlan** can assist with file naming,
applicant tasks and other helpful information

In ePlan, select the <u>APPLICATION DOCUMENTS FOLDER</u> and upload the following required forms as individual properly named pdf files:

➢ Permit Application (Commercial **<u>or</u>** Residential)

➢ Property Appraiser's printout with legal description

➢ Signature Acknowledgement Form (use if license holder is applying for the permit) **<u>OR</u>** Power of Attorney Form (use if license holder authorizes someone to apply for the permit on their behalf)

➢ Recorded and Certified Notice of Commencement [or] signed contract for less than $2,500.00 – submitted to the Building Division prior to scheduling of first inspection. This may be emailed to **bpcustomerservice@seminolecountyfl.gov**, faxed to **407-665-7486** or submitted in person

In ePlan, select the <u>DOCUMENTS FOLDER</u> and upload the following possible additional forms as individual properly named pdf files:

➢ Gas Plan Worksheet – if applying for the gas portion on this application request

➢ 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 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 is required for each listed contractor and sub-contractor prior to issuance.

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