CREATE YOUR USER ACCOUNT

To submit an online application, you must create a ROW E-Permitting user account. You cannot use an existing District user account that you may have created for other types of District permits (e.g., water use, ERP, Works of the District, etc.). The ROW E-Permitting User Account can ONLY be created at www.sfwmd.gov/rowpermits (see screen shot below). If you attempt to log in with a user account that was created at another District webpage or for other District permits, you will not be able to do so.

LOG IN AND CHOOSE THE TRANSFER ROW PERMIT OPTION

Log in to ROW E-Permitting. You must login at the same location where you created your user account (see screen shot above). When you log in, you will see a screen that looks like the one below. Choose the “Apply for ROW Permit Transfer” option.
SEARCH FOR THE ROW PERMIT YOU WISH TO TRANSFER

Choose the “Search Permits” tab. The most common ways to search for permits is by:

- ROW Permit number
- Street Address
- Name of Previous Property Owner

In the example below, the search was performed by typing in the address. When you find the correct ROW Permit to be transferred, click “Start Transfer”.

STEP ONE: ADD THE APPLICANT/AGENT/PAYER ASSOCIATED WITH THE TRANSFER

As shown below, the current permittee for the ROW Permit you selected is listed. You must add the names and contact information for those who will be associated with the transfer (e.g., the “new” permittee) who will also be the applicant by clicking the “Add Applicant/Agent/Payer” button. The “applicant” is the person to whom the permit will be transferred, the “agent” is someone acting on behalf of the applicant (e.g., attorney, employee, etc.), and the “payer” is the party who will make the payment. The payer is most often the same as the applicant. Every application must have a payer.
After clicking the “Add Applicant/Agent/Payer” button, you can create a new customer or search the database to see if the person, company, or governmental entity is an existing customer. More than likely, you will choose to create a new customer. If you select an existing customer entry from the database, all of the information associated with that entry must be correct and up to date for you to use it.

When the window below opens, be sure to complete each required field (those fields noted with an *). If you fail to provide all the required information, your application will be deemed insufficient and returned to you. (Note: Pop-up windows must be enabled on your browser to complete these windows.)
Choose the “Party Type” and be sure to click the “Finish” button. In the example below, the customer is both the applicant and the payer. On the next screen, click “Next”.

STEP TWO: UPLOAD YOUR DOCUMENTS

Follow the instructions and upload (or “add”) PDFs of the required documentation. When finished, click the “Next” button.
STEP THREE: REVIEW AND SIGN THE AGREEMENT

All those seeking a ROW Permit (which is a revocable license) to use the District’s right of way are required to review and consent to the limiting conditions set forth in Rule 40E-6.381, Florida Administrative Code. Please review the conditions carefully as they explain that the ROW Permit can be revoked by the District and set forth your obligations as a permittee.

Scroll to the bottom of the “Agreement” section and click the “Sign & Agree” button, then the “Next” button.
STEP FOUR: MAKE PAYMENT AND SUBMIT APPLICATION

The fee for transfer of a ROW Permit is $50.00. Payment must be made via credit/debit card or e-check. **Payment is handled by a third-party vendor.** The receipt is provided to the payer by the vendor. The District does not have the ability to provide you with a receipt. Please check your email for a digital receipt. A record of payment should also appear on your bank/credit card statement.

When you proceed to “Add Payment”, you will be directed to the third-party vendor that will handle the transaction. When completed, you will be directed back to the page below. Click the “Finish” button to complete your online filing. You will receive an email advising that your application has been received and is in processing. If anything further is needed, you will be contacted directly.

If you have other questions about the transfer process, District right of way, or ROW E-Permitting, please send them to rowpermits@sfwmd.gov.