

SFWMD RegPermitting Electronic Transaction Notification

By creating this account for the electronic submission of permit applications and compliance data, you understand the following terms and conditions for conducting such electronic transactions. By creating an account, you are not required to conduct future transactions electronically. If you do not agree with the following terms and conditions, then you will need to apply for a permit by paper and physically submit responses to requests for additional information and compliance data.

a. Payment

Payment can be made online using MasterCard or Visa credit/debit card, electronic transfer of funds via a personal/business check or by mailing a check to SFWMD Headquarters (Attn: Regulation) at 3301 Gun Club Road, West Palm Beach, Florida 33406.

b. Required Information

All required fields of the application must be filled in to submit an electronic permit application or compliance data.

c. Receipt of Application or Compliance Data

An electronic transaction will not be completed until the electronic permit application or compliance data is received by the District in a manner capable of being stored and printed by the District. Pursuant to subsection 28- 101.001(2)(e)2., F.A.C., you are responsible for any delay, disruption or interruption of the electronic signals and accept the full risk that the document may not be properly filed with or received by the District. If you inhibit the ability of the District to store or print the electronic application or compliance data or if there is an error in its transmission, then the submittal will not be considered to have been received by the District. Upon submittal, a confirmation message will display on the screen that transmission was successful. Applications can be viewed on the submitter's RegPermitting dashboard under the My Open Applications tab. All other submittals (including Additional Information, Compliance Information, etc.) can be viewed by using the 'Search Records' function in RegPermitting's main menu to search by the application number or permit number, as appropriate.

d. Receiving electronic application/permit correspondence

By electing to submit a permit application electronically, you agree for all relevant parties with an email address on file with RegPermitting to receive all application- and permit-related correspondence electronically via Internet email. In addition, you are responsible to provide a valid email address for each relevant party. If an accurate email address is not provided, the District is not responsible for the failed delivery of electronic correspondence. By agreeing to receive correspondence electronically, such notices will not be sent to the recipient(s) by U.S. mail. You retain the right to resume receiving correspondence by U.S. mail, provided that you send the District a written request to receive U.S. mail to Attn: Regulation Division, 3301 Gun Club Road, West Palm Beach, FL 33406. You are responsible for promptly notifying the District of any changes to your or the relevant parties' email address, and understand you can request old Internet providers to forward emails to a new Internet email address in the interim.

e. District's Business Hours

Filings or submittals received after 5:00 p.m. shall be deemed filed or received on the District's next regular business day.

f. Errors in Submittals

By electing to submit a permit application or compliance data electronically, you are responsible for any delay, disruption, or interruption of the electronic signals and readability of the document, and accept the full risk that the District may not receive the submittal or may receive the submittal with errors. You are responsible for preventing and correcting all errors in your submittal.

g. Change in Address Information

You are responsible for promptly notifying the District of any changes to your telephone number, mailing address, or email address. If you fail to notify the District of changes in your telephone number or addresses and the District is unable to contact you, then your permit application may become subject to denial.

h. Email Correspondence Regarding Application or Compliance Data

Any correspondence regarding your application must be submitted through the RegPermitting system. Additional information must be submitted using the Submit Additional Information option and compliance information using the Submit Compliance Information option.

i. Electronic Signature

Electronic signatures are legally valid and recognized by law. Clicking the 'Sign & Agree' button is the electronic equivalent of signing your name. When more than one signature is required on an application, the person electronically submitting the application must attach a PDF of the scanned application form page containing the other required handwritten signatures.

j. Public Records

Anything submitted or saved on the District's RegPermitting website is subject to the public records law in Chapter 119, Florida Statutes, and therefore made available to the public and media upon request. The original physically signed version of any document filed by electronic transmission shall be retained by you in accordance with subsection 28-101.001(2)(e), F.A.C. and Chapter 119, Florida Statutes.

k. Acceptance

The terms and conditions of the permit application comprise a legally binding contract between the Applicant and the District. If you do not accept these terms, you may not submit or file electronically.