

Right of Way (ROW) Occupancy Permits Online Permitting (ROW E-Permitting) HOW TO LOGIN TO ROW E-PERMITTING

Start by directing your browser to the Right of Way homepage at www.sfwmd.gov/rowpermits.

On the Right of Way homepage, scroll to the bottom of the page, and click the button/image shown below. (Or, you can go directly to the ROW E-Permitting at <u>www.sfwmd.gov/row</u>)



You will use this button to:

- Search ROW Permit records (no user account required to search records).
- Create a ROW E-Permitting user account.
- Submit an application for a new ROW Permit, to modify an existing ROW Permit, to transfer a ROW Permit, or to request an extension for a ROW Permit.
- Access your dashboard to complete assignments associated with your application (e.g., respond to a Request for Additional Information (RAI), extend a ROW Permit, etc.).

After clicking the button on the Right of Way homepage, a screen similar to the example below should appear on your computer. If you see this screen, you've successfully logged into ROW E-Permitting.

| SFWMD Permitting Portal | Welcome | | | | 옷 Contact Us | ⑦ Help → Logoff |
|---|---------------------------------------|---------------------------|------------|---------------|--------------|-----------------|
| | My Dashboard | | | | | Refresh list |
| Ø My Dashboard | My Actions My Applications My Permits | | | | | |
| Q Search Records | | | | | | |
| + Apply for ROW Permit (New) | Application No | Action Required | Canal Name | Scope Of Work | Status | Date Submitted |
| Apply for ROW Permit (Modification of Existing) | 210913-616347 | Complete Your Application | C-14 | | InComplete | 09/13/2021 |
| Apply for ROW Permit Transfer | 210811-582309 | Complete Your Application | C-51 | Fences | InComplete | 08/11/2021 |
| Apply for ROW Permit Extension | A.1.0011.204.202 | comprete roar represent | 0.01 | | in complete | 0011112021 |
| O Apply for RAI Extension | 210810-581804 | Complete Your Application | C-51 | Fences | InComplete | 08/11/2021 |
| Request a Pre-Construction Meeting/Inspection | 210624-513821 | Complete Your Application | | | InComplete | 06/24/2021 |
| Submit a Permit-Required Deliverable | | | | | | |
| Submit Insurance Renewal | | | | | | |
| ⑥ Make a Payment | | | | | | |
| ⑦ Questions | | | | | | |
| ⊖ Log off | | | | | | |
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HELPFUL TIPS:

- ROW E-Permitting works best with Google Chrome. Often, problems with use of ROW E-Permitting can be attributed to the browser you are using (e.g., a browser that requires an update or to have the cache cleared), security settings (e.g., be sure to allow pop-up windows, etc.), and your internet connection.
- While you may use ROW E-Permitting with most common browsers, if you are unable to use Chrome and encounter a problem, save your changes, log out, close your browser, and then start again.

NEED ASSISTANCE? Send a screen shot of your online application that shows the problem you are having and a description of the problem itself to <u>rowpermits@sfwmd.gov</u>.