


 sfwmd.gov/ePermitting

New Ownership Transfers

This function allows registered users to apply to transfer a permit when a change in ownership of a permitted project or property has occurred.

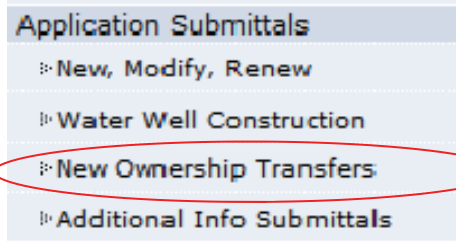
To begin the transfer application process, type www.sfwmd.gov/ePermitting in the address bar, which will bring you directly to the **ePermitting Home** page.

If you do not have an ePermitting account, you must first register as a user. In order to start a new user account, click on the **Create Account** icon (refer to *Getting Started with ePermitting* for detailed instructions). Registered users can simply click on the **Login** icon.

For additional information or if you have any questions, please contact us at epermits@sfwmd.gov.

Submitting a Transfer Application

1. Click the **New Ownership Transfer** link.
2. Click the circle next to **Do you want to create a new transfer submittal**.
3. Click the appropriate answer to all three questions.
4. Click the **Continue** button.

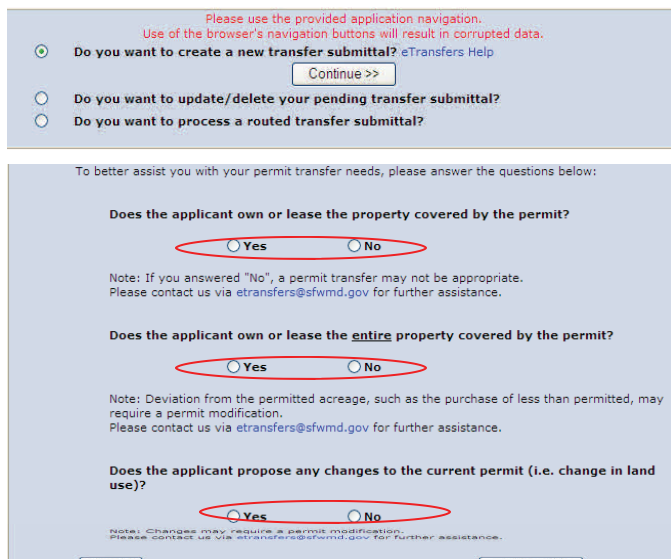


Application Submittals

- New, Modify, Renew
- Water Well Construction
- **New Ownership Transfers**
- Additional Info Submittals

Notes:

- Selecting the *update/delete* option allows access to a list of pending transfer submittals.
- Selecting the *routing a transfer submittal* option allows you to either edit a submittal, or move directly to the pay and submit function.



Please use the provided application navigation.
Use of the browser's navigation buttons will result in corrupted data.

☒ Do you want to create a new transfer submittal? [eTransfers Help](#)

☐ Do you want to update/delete your pending transfer submittal?

☐ Do you want to process a routed transfer submittal?

[Continue >>](#)

To better assist you with your permit transfer needs, please answer the questions below:

Does the applicant own or lease the property covered by the permit?

☒ Yes ☐ No

Note: If you answered "No", a permit transfer may not be appropriate.
Please contact us via etransfers@sfwmd.gov for further assistance.

Does the applicant own or lease the entire property covered by the permit?

☒ Yes ☐ No

Note: Deviation from the permitted acreage, such as the purchase of less than permitted, may require a permit modification.
Please contact us via etransfers@sfwmd.gov for further assistance.

Does the applicant propose any changes to the current permit (i.e. change in land use)?

☒ Yes ☐ No

Note: Changes may require a permit modification.
Please contact us via etransfers@sfwmd.gov for further assistance.

[Cancel](#) [Continue >>](#)



Submitting a Transfer Application

5. Click on the button next to the type of transfer desired, **Application** or **Permit**.
6. Enter the application of permit **number**.
7. Click the **Search** button.
8. Click the **Continue** button.
9. Enter a **New Project Name** if applicable.
10. Click the **Add Parties** button.
11. Enter Applicant/Owner information (fields denoted with an * asterisk next to them are required).
12. Click the **Save** button.
13. Repeat steps 10 through 12 until all relevant parties are entered.
14. Add **Comments** if applicable.
15. Click in the box next to the document(s) being attached.
16. Click the **Attach Files** button and attach applicable documents (refer to the *Attaching Files* process for detailed instructions).
17. Click the **Continue** button.
18. Provide electronic signature (refer to the *Electronic Signature* process for detailed instructions).
19. Click the **Continue** button.
20. Verify transfer submittal (refer to the *Verify Transfer Submittal* process for detailed instructions).
21. Click the **Continue** button.
22. Edit transfer submittal if changes need to be made.
23. Click the **Continue** button.
24. Route transfer application if applicable (refer to the *Route/Recall Transfer for Purpose* process for detailed instructions).
25. Click the **Continue** button.
26. Print transfer for a paper copy of the application.
27. Click the **Continue** button.
28. Pay and submit application (refer to the *Pay and Submit* process for detailed instructions).
29. Click the **Continue** button.

Specify an application or permit # search, and then enter the number below.

☒ Application ☐ Permit

000713-4 Search ?

Note: Only the most current application number for a permit will be returned in the search.

Search Results

Permit Number ?	*Application Number ?	Project Name ?	Project Acreage ?
43-00952-W	000713-4	OLD CITY OF STUART LANDFILL	62.0

* Click on the application number above to view the details and documents associated with that application number.

Cancel Continue >>

Permit Number: 43-00952-W Project Name: OLD CITY OF STUART LANDFILL

Application Number: 000713-4 New Project Name: NEW CITY OF STUART LANDFILL

Project Acreage: 62.0

Enter Relevant Parties Details:

Add Associated Parties:

* Applicant information is required - enter Owner information only if different from Applicant. ?

☐ AGENT ☒ APPLICANT ☐ ATTORNEY ☐ CONTRACT PURCHASER ☐ ENGR CONSULTANT

☐ ENV CONSULTANT ☐ LESSEE ☐ OTHER INTERESTED PARTY ☐ OWNER

* First Name: John ? * Last Name: Smith ?

Company: ? Salutation: ?

* Address 1: Someplace Lane ? Address 2: ?

* State: FL ? * City: West Palm Beach ?

Phone: 561 - 555 - 1212 ext: ? * Zip: 33406 - ? ?

* Email: jsmith@bellsouth.net ?

Fax: 561 - 555 - 1213 ext: ?

Fields marked with an asterisk (*) are required.

Cancel Save

Comments

Attach Documents

Select the documents attached:

☐ Recorded copy of documents effectuating transfer of ownership

☐ Permit Application Processing fee(s)

☐ Project or boundary map

Transfer Management

What activity would you like to perform? (Select one)

☐ Edit Transfer Submittal ☐ Route/Recall Transfer for Purpose

☐ Electronic Signature (required for submittal) ☐ Return Transfer to Originator

☐ Print Transfer

☐ Verify Transfer Submittal

☐ Pay and Submit

Return to Transfer Home Continue >>



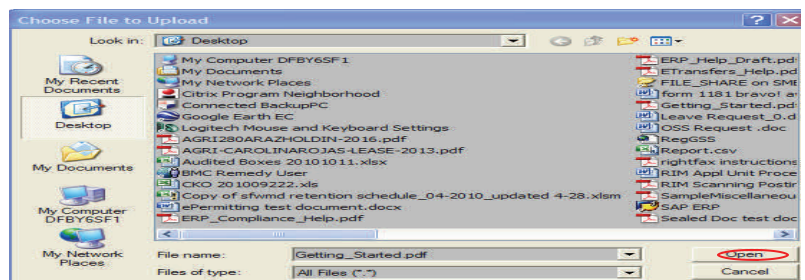
Attaching Documents

1. Click the **Attach Files** button.
2. Click the **Browse** button.
3. Select the applicable file.
4. Click the **Open** button.
5. Select the applicable **document type** from the drop down menu.
6. Enter description if applicable.
7. Click the **Done** button.
8. Repeat process for each file being attached.
9. Click the **Continue** button once all files have been attached.

Note: Attached files are archived and made available online for the public to review.

Therefore, the following is recommended:

- File type - .pdf
- Maximum file size - 50 MB (megabytes)
- File name - Do not include a period (.) or dash (-) within the file name
- Combine multiple maps into one file





Electronic Signature

1. Click the circle next to **Electronic Signature**.
2. Click the **Continue** button.
3. Acknowledge agreement to the permit terms and conditions by clicking in the box next to **I agree**.
4. Attach appropriate authorization letter if acting as an agent on behalf of the owner (refer to the *attaching files* process for detailed instructions).
5. Click the **Continue** button.

Note: Electronic signature is a requirement of the transfer application.

- Selecting the *update/delete* option allows access to a list of pending transfer submittals.
- Selecting the *routing a transfer submittal* option allows you to either edit a submittal, or move directly to the pay and submit function.

What activity would you like to perform? (Select one)

☐ Edit Transfer Submittal

☒ Electronic Signature (required for submittal)

☐ Route/Recall Transfer for Purpose

☐ Return Transfer to Originator

☐ Print Transfer

☐ Verify Transfer Submittal

☐ Pay and Submit

Transfer Electronic Signature

Electronic Signature

Pursuant to Rule 40E-1.6107, Rule 40E-2.351 (Water User), and Rule 40E-4.351 (Environmental Resource), Florida Administrative Code, the undersigned agrees to be bound by all terms and conditions for the permit, including any subsequent modification thereto. **The application must be signed by the new owner or an officer of the corporation. If you are acting as an agent or representative on behalf of the owner, a letter of authorization must be attached.** Authorization for any proposed modification to the project shall be applied for and obtained prior to conducting such modifications.

(Deviation from the permitted acreage, such as the purchase of less acreage than permitted, or from any activities authorized by a District Permit shall require a Permit modification prior to consideration of Permit transfer.)

☒ I Agree

Name: Cathy Widness
Title: Permit Tech
Telephone Number: 561-682-6317
Date: 1/21/2011

Attached Files

FileName	Size
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Verify Transfer Submittal

1. Click the circle next to **Verify Transfer Submittal**.
2. Click the **Continue** button.
3. Verify that there is a check mark next to each required item.
4. Click the **Back to Transfer Management** button.

What activity would you like to perform? (Select one)

☐ Edit Transfer Submittal

☐ Electronic Signature (required for submittal)

☐ Route/Recall Transfer for Purpose

☐ Return Transfer to Originator

☐ Print Transfer

☒ Verify Transfer Submittal

☐ Pay and Submit

[Return to Transfer Home](#) [Continue >>](#)

Water Use Permit Submittal #: 67857 Submittal Status: Pending

Verify Transfer Submittal

To Relevant Parties
At least one applicant is required. ☒

Electronic Signature
Electronic Signature is required. ☒

Ownership Document
Proof of ownership document is required. ☒

Route for Purpose
Routing requirements have been met. ☒

[Back to Transfer Management](#)



Route/Recall Transfer for Purpose

1. Click the circle next to **Route/Recall Transfer for Purpose**.
2. Click the **Continue** button.
3. Click the **Add Routing** button.
4. Click the circle next the applicable **user type**.
5. Enter the first and last name if *Existing User* is selected.
6. Click the **Search Names** button.
7. Enter a short description.
8. Enter applicable comments.
9. Click the **Route** button.
or
10. Enter the email address if *New User* is selected.
11. Click the **Send Email** button.
12. Click the **Back to Transfer Management** button.

Pay and Submit

1. Click the circle next to **Pay and Submit**.
2. Click the **Continue** button.
3. Click the circle next to the **selected payment option**.
4. Click in the box next to **I agree to the above** and Click **Pay**.
5. Select the party making the payment for the application. If someone other than the relevant parties is making the payment, choose the **Transfer Relevant Parties Page** link and add a new relevant party (payer). You will then need to continue to the last page and re-submit the application (Pay and Submit).
6. Click the **Pay Now** button.
7. Click the circle next to the applicable **payment method**.
8. Click the **Pay Now** button.

Note: If payment is being made at another time (Yes, Pay Later option), click the **Continue** button to complete the submittal.

What activity would you like to perform? (Select one)

☐ Edit Transfer Submittal
☐ Electronic Signature (required for submittal)
☐ Route/Recall Transfer for Purpose Return Transfer to Originator
☐ Print Transfer
☐ Verify Transfer Submittal
☒ Pay and Submit

Payment Options

Are you requesting special electronic payment provisions for the submittal?

☒ No, Pay Now
☐ Yes, US Department of Defense project
☐ Yes, Reduced fee for environmental restoration or enhancement activities
☐ Yes, Waiver for Certain Local Governments, Rule 40E-1.607(6)
☐ Yes, Pay Later

Statement of Agreement

I hereby agree to electronically submit this application in accordance with the [Electronic Transaction Agreement](#). I further understand that by electing to submit a permit application electronically, I agree to receive all application and permit-related correspondence electronically via Internet e-mail and that I am responsible for promptly notifying the District of any change to my e-mail address.

☒ I agree to the above

Relevant Party Details

Enter Relevant Parties Details:
Add Associated Parties:
* Applicant information is required - enter Owner information only if different from Applicant.

☐ AGENT
☐ ENGR CONSULTANT
☐ APPLICANT
☐ ENV CONSULTANT
☐ ATTORNEY
☐ LESSEE
☒ PAYER
☐ OTHER INTERESTED PARTY
☐ CONTRACT PURCHASER
☐ OWNER

* First Name: Donald
 Company: Disney
 * Address 1: 1 Happy Place
 * State: FL
 Phone: - - ext: -
 * Email: donald@happy.com

* Last Name: Duck
 Salutation:
 Address 2:
 * City: Orlando
 * Zip: 33333 - -
 Fax: - - - ext: -

Fields marked with an asterisk (*) are required.

Make Payment

Available Relevant Parties

Relevant Party Type	Company and/or Full Name
☐ APPLICANT	
☒ PAYER	Mickey Mouse

Select Party making payment from above or go to the Relevant Parties page using the link below to add another Party

[Transfer Relevant Parties Page](#)

You have elected to make your application fee payment online.

Based on the information you supplied during the submittal process, the fee for this application is \$ 300.00. The fee charged is subject to change if it is determined that a different application type is required, and the application will not be deemed complete until all permit application fees are paid in full.

If you have any questions, please do not hesitate to contact us at epermits@sfwmd.gov.

Thank you,
SFWMD ePermitting Online Services

Make Payment

Available Relevant Parties

Relevant Party Type	Company and/or Full Name
☐ APPLICANT	
☒ PAYER	Mickey Mouse

Select Party making payment from above or go to the Relevant Parties page using the link below to add another Party

[Transfer Relevant Parties Page](#)

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If you have any questions, please do not hesitate to contact us at epermits@sfwmd.gov.

Thank you,
SFWMD ePermitting Online Services

ePermit Payments

Please choose the method of payment.

- ☐ Pay by Credit or Debit Card
☐ Pay by Personal Check
☐ Pay by Business Check
☒ Pay Now



Pay and Submit (continued)

Payment by credit or debit card -

1. Enter payment information (fields denoted with an * asterisk are required).
2. Click the **Continue** button.
3. Click the **Confirm Payment** button once credit/debit card information is verified.
4. Click the **Return to Pending Transfers** button or the **Logout** link once confirmation is received.

ePermit Payments

Required fields are highlighted with an asterisk.

Payment information:

Amount: * \$350.00
Submittal Number: 70577

Please enter the following information about your payment method:

Cardholder's Name: * Cathy Widness

Cards Accepted:

Card Number: * 4111111111111111

Signature Panel Code: * 123

Expiration Date: * MM YYYY

Billing information:

Address: * 3301 Gun Club Road

City: West Palm Beach

State: Florida

Zip: * 33406

[Continue](#) [Change Payment Method](#)

Billing information:

Address: 3301 Gun Club Road

City: West Palm Beach

State: FL

Zip: 33406

Is this information correct?

[Confirm Payment](#) [Modify Payment](#) [Change Payment Method](#)

Submit Confirmation

Your Application has been Submitted.

Your Submittal was saved to be processed. You will receive a confirmation email for this submittal.

Your Transfer Submittal number is 62638

A formal application number will be assigned.

If you have any questions about our Internet ePermitting services or your submission, you can email us at: etransfers@sfwmd.gov

At SFWMD, we've made a commitment to service. If we're not living up to your expectations, we hope you'll let us know.

Sincerely,
SFWMD ePermitting Online Services

[Return to Pending Transfers](#)

Pay and Submit (continued)

Payment by personal or business check -

1. Enter payment information (fields denoted with an * asterisk are required).
2. Click the box next to the *authorization to debit bank account statement*.
3. Click the **Continue** button.
4. Click the **Confirm Payment** button once information is verified.
5. Click the **Return to Pending Transfers** button or the **Logout** link once confirmation is received.

ePermit Payments



Required fields are highlighted with an asterisk.

Please enter the following information about your Bank account:

First Name on Check: * Cathy
Last Name on Check: * Widness
Routing Transit Number: * 123456789
Account Number: * 123456789
Confirm Account Number: * 123456789
Type of Account: * ☒ Checking ☐ Savings
Address: * 3301 Gun Club Road
City: * West Palm Beach
State: * Florida
Zip: * 33406



By clicking on the provided checkbox, I authorize South Florida Water Management District to initiate an electronic debit to my bank account in the amount displayed above. This authorization is to remain in full force and effect unless I provide written notification to South Florida Water Management District within an appropriate time frame to allow South Florida Water Management District to act on it.

Continue Change Payment Method

Billing information:
Address: 3301 Gun Club Road
City: West Palm Beach
State: FL
Zip: 33406

Is this information correct?

Confirm Payment Modify Payment Change Payment Method

Submit Confirmation

Your Application has been Submitted.

Your Submittal was saved to be processed. You will receive a confirmation email for this submittal.

Your Transfer Submittal number is 62638

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SFWMD ePermitting Online Services

Return to Pending Transfers