


 sfwmd.gov/ePermitting

Additional Information Submittals

This function allows an applicant to respond to a request for additional information, submit an application fee payment (personal or business electronic check and Visa or MasterCard debit or credit are accepted methods of payment), seal engineering documents, submit agency or other comments, and add phosphorus budget reports.

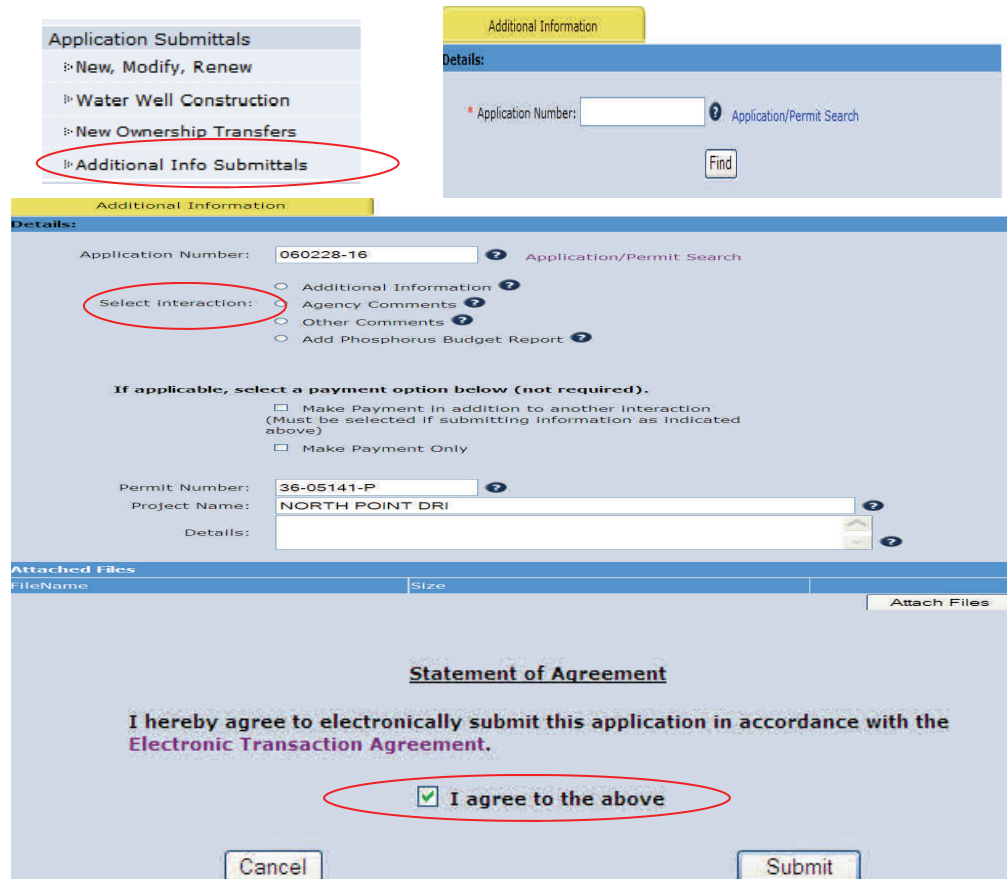
To begin the subscription process, type www.sfwmd.gov/ePermitting in the address bar, which will bring you directly to the **ePermitting Home** page.

If you do not have an ePermitting account, you must first register as a user. In order to establish 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 Additional Information

1. Click on the **Additional Info Submittals** link located under **Application Submittals** listed in the menu on the left-hand side of the ePermitting Home page .
2. Enter **application number**.
3. Click the **Find** button.
4. Select **interaction and/or payment option**, if applicable.
5. Enter details if applicable.
6. Click in the box next to **I agree to the above** and click the **Submit** button if no files are being attached or proceed to the *attaching files* process.



Application Submittals

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

Additional Information

Details:

* Application Numbers: [Application/Permit Search](#)

Application Number: [Application/Permit Search](#)

Select interaction: ☒ Additional Information [?](#)
☐ Agency Comments [?](#)
☐ Other Comments [?](#)
☐ Add Phosphorus Budget Report [?](#)

If applicable, select a payment option below (not required).
☐ Make Payment in addition to another interaction (Must be selected if submitting information as indicated above)
☐ Make Payment Only

Permit Number: [?](#)
 Project Name: [?](#)
 Details:

Attached Files

FileName	Size
Attach Files	

Statement of Agreement

I hereby agree to electronically submit this application in accordance with the **Electronic Transaction Agreement**.

☒ I agree to the above

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. Click in the box next to **I agree to the above** and click the **Submit** button if the sign/seal process is not required or proceed to the *Seal/Engineering Documents* process.
8. Repeat process for each file being attached.

Note: Attached files are archived and 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

Seal Engineering Documents

1. Click the **Seal Registered Professional Documents** link.
2. Enter the **name** of the **Professional Engineer** that is signing the document.
3. Enter the **license number** of the **Professional Engineer** that is signing the document.
4. Enter the **Registered Professional Company's** name.
5. Click the **box** next to the applicable file(s).
6. Click the **Authenticate & Produce Signature Document** button.
7. Click the **Print Signature Document** tab.
8. Click the circle next to applicable file.
9. Click the **Print Signature Document** button.

Seal Registered Professional Documents

Attached Files

FileName	Size	
tax_cover_cathy.pdf	27 KB	delete

Attach Files

Statement of Agreement

I hereby agree to electronically submit this application in accordance with the [Electronic Transaction Agreement](#).

☐ I agree to the above

Cancel Submit

Electronic Seal Verification Print Signature Document

*Registered Professional:

*License Number:

*Registered Professional Company:

	Filename	Authentication Code	Date	Registered Professional
☐	test.docx Description: test	545FEF1A7518829B79DA242479911ACAE0E3D313	09/16/2014 01:26:51 PM	Cathy Widness
☐	01_cep final pir-eis main report.pdf Description: test	833E9F78D9BF5FD7D09D46389D1D05BCFC595530	10/17/2014 09:06:01 AM	John Doe
☒	help_epermitting_settings.pdf			
☐	exhibit e-1.pdf	853C88E609FF13E4EA8414CD0BEE6A0AF4584FB9	11/06/2014 01:48:44 PM	cathy Widness

Back to Submittal Authenticate & Produce Signature Document

Electronic Seal Verification Print Signature Document

Selection	Signature Document	Authentication Date	PE
☒	SignatureFile_20110203143610.html	02/03/2011 02:36:10 PM	John Smith

Back to Submittal Print Signature Document(s)



Seal Engineering Documents continued

10. **Print, sign, seal** and **scan** the signature document.
11. Click the **Back to Submittal** button.
12. **Attach** signature document (see Page 2) as part of the submittal. This form no longer needs to be mailed in.
13. Click in the box next to **I agree to the above** and click the **Submit** button if no payment is being made or proceed to the *Making Payment* process.

Note: The Seal Registered Professional document link is only available after a file has been attached.

Note: If multiple registered professionals are signing and sealing one file, the file must be signed and sealed electronically. Then each registered professional must identify on the form which sheets they are signing/sealing.

Example:

Name, P.E., is signing and sealing sheets 10-20 of the above-referenced file. Include their name, license number, company name, seal and signature.

SFWMD Submittal No: 910401-10
Applicant/Owner Name: OWEN, CAROLYN
Project Name: OWEN BEAUTY SHOP
Permit Type:
County:

Signature Document Created: Wed Oct 20 08:35:29 EDT 2010

The following files are attached and sealed:

File Name	Authentication Code (SHA-1)	Authentication Date
01118-d_application_010578_414861.pdf	743C7BB09714873FF4E527775C192C7ACBA15B65	10/20/2010 08:35:29 AM

The seal appearing on this document is authorized by:

Registered Professional: Jeff Iravani
License: 33155
Date: 08/18/2014 05:17:22 PM
Registered Professional Company: Jeff Iravani Inc.

Registered Professional Signature:



Electronic Seal Verification

Print Signature Document

Selection	Signature Document	Authentication Date	PE
0	SignatureFile_20110203143610.html	02/03/2011 02:36:10 PM	John Smith

Back to Submittal

Print Signature Document(s)

Statement of Agreement

I hereby agree to electronically submit this application in accordance with the Electronic Transaction Agreement.

☐ I agree to the above

Cancel

Submit

Making a payment

1. Select one of the **Payment Options**.
2. Click in the box next to **I agree to the above**.
3. Click the **Pay** button.
4. Select or enter amount of **payment**.
5. Click the **Make Payment** button.
4. Select the party making the payment for the application. If someone other than the relevant parties listed is making the payment, choose the **Add Payer** link and add a new relevant party (payer).
1. Click the **Save** button.
2. Choose the **radio button** of the party making the payment.
3. Click the **Pay Now** button.
4. Select **method of payment**.
5. Click the **Pay Now** button.

If making a payment (not required), choose one of the following:

☐ Payment with information (selected above)

☒ Payment only

Statement of Agreement

I hereby agree to electronically submit this application in accordance with the Electronic Transaction Agreement.

☐ I agree to the above

Cancel Pay

Payment:

☐ Pay fee balance: * \$50.00

* The fee balance is based on the latest information in our database. Please contact the application reviewer if you have any questions.

☒ Pay other amount: \$25.00

Make Payment Submit Back to Submittal

An application will not be deemed complete until the permit application is paid in full.
The current fee balance due is subject to change if it is determined that a different application type is required.

Make Payment

Available Relevant Parties

Relevant Party Type	Company and/or Full Name
☐ OWNER/APPLICANT	MICKEY MOUSE
☐ AUTHORIZED AGENT	DONALD DUCK

Select Party making payment from above or add a "Payer" using the link below:

Add Payer

Make Payment

Available Relevant Parties

Relevant Party Type	Company and/or Full Name
☐ OWNER/APPLICANT	MICKEY MOUSE
☐ AUTHORIZED AGENT	DONALD DUCK
☒ PAYER	SFWMD - Cathy Widness

Party Type: PAYER
First Name: Cathy Last Name: Widness
Company: SFWMD
Address 1: 3301 Gun Club Road Address 2:
City: West Palm Beach State: FL Zip: 33406
Email: cwidness@sfwmd.gov Phone: 561-682-6317

(A payment receipt will be sent to the above email.)

The above information will be used for the bank payment. If any information is incorrect, you may add a different "Payer" using the link below:
Add Payer

Make Payment

New Payer Entry

Party Type: PAYER * - indicates field is required

First Name: * Cathy Last Name: * Widness

Company: SFWMD

Provide "Company" if paying by corporate (non-personal) check.

Address 1: * 3301 Gun Club Road Address 2: *
City: * West Palm Beach State: * FL Zip: * 33406
Email: * cwidness@sfwmd.gov Phone: * 5616826317 X

(The above information, once saved, can not be edited.)

Cancel Save

ePermit Payments

Please choose the method of payment.

☒ Pay by Credit or Debit Card

☐ Pay by Personal Check

☐ Pay by Business Check

Pay Now

Processing Fees are applicable to your Submittal.

You have chosen to make an online payment for \$ 100.00. If this is correct, please select the Pay Now button. If you want to modify this amount prior to making your payment, select the Modify Payment Amount button.

An application will not be deemed complete until the permit application fee is paid in full. The current fee balance due is subject to change if it is determined that a different application type is required.

Modify Payment Amount

Pay Now



- 07/2015