

## **SFWMD ePermitting Electronic Transaction Agreement**

By creating this account for the electronic submission of permit applications and compliance data, you agree to 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 of the application fee is required at the time a permit application is submitted. 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, the District will send you a submittal confirmation number. The District recommends that you keep the submittal confirmation number until you receive a receipt of application. Upon the District's successful receipt of the electronic application or compliance data, the District will send you a receipt with a summary of the information received by the District (including the permit application number where appropriate). The District recommends that you keep the receipt for future communications with the District.

### **d. Receiving electronic application/permit correspondence**

By electing to submit a permit application electronically, you agree to receive all application- and permit-related correspondence electronically via Internet e-mail. By agreeing to receive correspondence electronically, you will not receive such notices 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 e-mail address, and understand you can request old Internet providers to forward e-mails to a new Internet e-mail 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. Please note that both before and after submitting an application, response to request for additional information, compliance data, or other submittal, you will have an opportunity to review a summary of the information and data. After receiving the submittal confirmation, the District strongly recommends that you print out and review the summary of your submittal to ensure that all the submitted information and data is correct. You must promptly notify the District of 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 e-mail 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 ePermitting system. Additional information must be submitted using the Additional Info Submittals option and compliance information using the Compliance Reporting option.

**i. Electronic Signature**

Electronic signatures are legally valid and recognized by law. Typing in your name in the signature block and clicking "submit" 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 e-permitting 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.