


 sfwmd.gov/ePermitting

Getting Started

Welcome to **ePermitting**, an online permitting system used to search for application and permit information, submit a permit application and/or compliance data, apply to transfer an existing permit, and subscribe to receive electronic noticing of permit related information.

What are the benefits of ePermitting?

ePermitting improves business efficiency through cost savings (reduction in applicant paperwork requirements and postage), improved timelines (reduction in administrative permit processing time and faster routing to permit review staff) and enhanced open government (immediate posting and anytime access to permit application information).

What services does ePermitting offer?

- ◇ **Records Search** - Search for Application/Permit (pending and issued permit information and documents), Enforcement (notices of violation, consent agreements and settlement letters) and Noticing (applications received and issued, compliance notices, intended and proposed agency action, regulatory agendas, notice of unpermitted water use and rule making) records. View permit coverages/information using Google Earth.
- ◇ **Application Submittals** - Click New, Modify or Renew to apply for an Environmental Resource, Consumptive Water Use and Nutrient Source Control/WOD permit application.
- ◇ **Water Well Construction** - Apply for a well construction permit and submit well completion reports.
- ◇ **Additional Info Submittals** – Respond to a request for additional information, submit an application fee payment using personal or business electronic checks and Visa or MasterCard debit or credit cards, submit agency or other comments, and add phosphorus budget reports.
- ◇ **Compliance Reporting** – Submit post permit compliance deliverables required by permit conditions such as construction commencement notifications, construction completion certifications and conversion to operation permit transfers.
- ◇ **New Ownership Transfers** – Apply to transfer an existing permit when a change in ownership of a project and/or property has occurred.
- ◇ **Electronic Noticing** – Subscribe to receive customized electronic notifications related to specific permit, application, or enforcement case cost code number(s).
- ◇ **Update Profile** – Make changes to user account information and change password.
- ◇ **Contact Us** – Ask regulatory questions, provide suggestions and comments, and receive a response from a regulatory professional within 48 hours.

How do you use ePermitting?

Type www.sfwmd.gov/ePermitting in the address bar, which will bring you directly to the **ePermitting Home** page. Records Search is available to all users. *Application Submittals*, *Compliance Reporting*, *Ownership Transfers*, *Electronic Noticing* and *Additional Info Submittals* require an ePermitting user account.

For more information contact:

epermits@sfwmd.gov
ePermitting questions and assistance

permits@sfwmd.gov
Application and permit specific assistance
Page 1 of 7



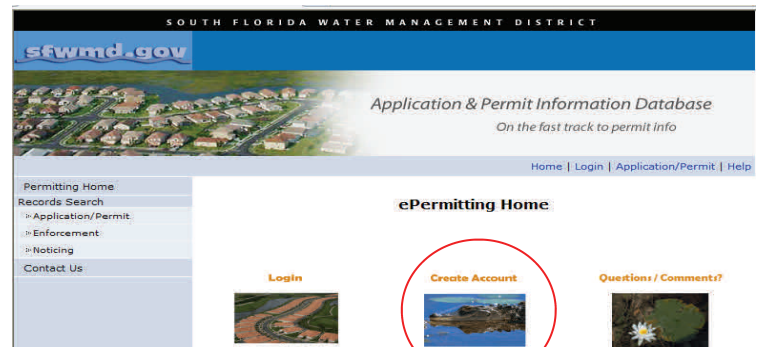
User Registration

An ePermitting user account is required to use Application Submittals, Compliance Reporting, Ownership Transfers, Electronic Noticing and Additional Info Submittals. During the application process, submittals may be routed to any relevant party or individual by the originator. However, these routees must also register as users.

Type www.sfwmd.gov/ePermitting in the address bar, which will bring you directly to the ePermitting Home page.

Create New Account

1. Click on the **Create Account** icon.
2. Enter applicable information (fields with a red * asterisk next to them are required).
3. Click the box next to **I agree to the above** (click on the Electronic Transaction Agreement link to read the legal disclosure).
4. Click the **Submit** button.
5. Enter **User** name.
6. Enter **Password**.
7. Click the **Sign In** button.



Register User/Registration Update

Existing EPermitting Users

You have successfully registered.

*** = Required Field**

User: *

Password: *

Create new account? (Sign In here)

Forgot your user name?

Forgot your password?

Change password?

*** = Required Field**

First Name: *

Last Name: *

Middle Initial: ?

Street Address: *

City: *

State: *

Zip: *

E-mail: *

Account Type: *

Agency of Employment: ?

Position: ?

Login Id: *

Password: *

Retype Password: *

Select a Question: *

Your Answer: *

Electronic Transaction Agreement ?

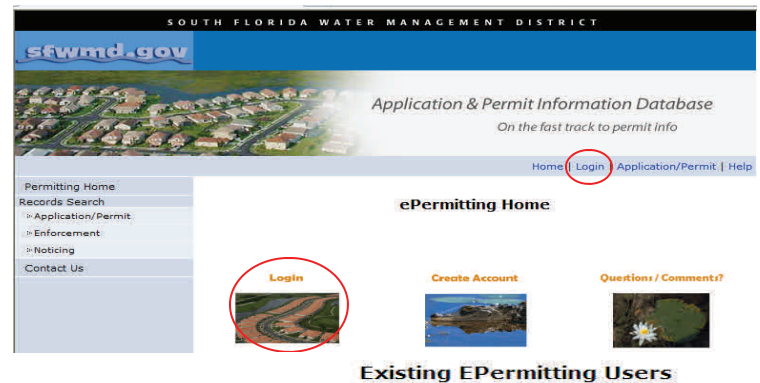
☒ I agree to the above *

☐ I don't agree ?



Logging onto the ePermitting System

1. Click on the **Login** icon or link.
2. Enter **User** name.
3. Enter **Password**.
4. Click the **Sign In** button.
5. Click on the **Reset** button to empty the User and Password fields, should you need to re-enter this information.



Note: Computer privacy level should be set to medium to ensure that automatic logout does not occur while using ePermitting.

*** = Required Field**

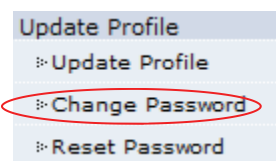
User: *

Password: *

Create new account? ([Sign In here](#))
[Forgot your user name?](#)
[Forgot your password?](#)
[Change password?](#)

Change Password

1. Click the **Change Password** link from the features menu or the Login screen.
2. Enter **User** name.
3. Enter **Old Password**.
4. Enter **New Password**.
5. Re-enter **New Password**.
6. Click the **Change Password** button.



Existing EPermitting Users

*** = Required Field**

User: *

Password: *

Create new account? ([Sign In here](#))
[Forgot your user name?](#)
[Forgot your password?](#)
[Change password?](#)

Change Password

*** = Required Field**

User: *

Old Password: *

New Password: *

Re-enter New Password: *

[View Electronic Transaction Agreement](#) ?



Forgot Your Username

1. Click the **Forgot your user name** link from the Login screen.
2. Enter your **email** address.
3. Click the **Submit** button.
4. Your username will be sent to the email address.

Existing EPermitting Users

* = Required Field

User: *

Password: *

Create new account? (Sign In here)

[Forgot your user name?](#)

[Forgot your password?](#)

[Change password?](#)

User Name Retrieval

* = Required Field

Email: *

Forgot Your Password

1. Click the **Forgot your Password** link from the Log-in screen.
2. Enter **User** name.
3. Select **Your Question** (this is the question selected during account creation).
4. Enter **Your Answer** (this is the answer selected during account creation).

Existing EPermitting Users

* = Required Field

User: *

Password: *

Create new account? (Sign In here)

[Forgot your user name?](#)

[Forgot your password?](#)

[Change password?](#)

Password Retrieval

* = Required Field

User: *

Your Question: *

Your Answer: *

Update Profile

1. Click the **Update Profile** link from the features menu.
2. Update information as applicable.
4. Click the **Submit** button.

Register User/Registration Update

* = Required Field

First Name: *

Last Name: *

Middle Initial: *

Street Address: *

City: *

State: *

Zip: *

E-mail: *

Account Type: *

Agency of Employment: *

Position: *

Login Id: *

Password: *

Retype Password: *

Select a Question: *

Your Answer: *

Electronic Transaction Agreement

☐ I agree to the above *

☒ I don't agree *



ePermitting Features Menu

Records Search - Search for Application/Permit (pending and issued permit information and documents), Enforcement (notices of violation, consent agreements and settlement letters) and Noticing (applications received and issued, compliance notices, intended and proposed agency action, regulatory agendas, notice of unpermitted water use and rule making) records. View permit coverages/information using Google Earth.

Electronic Noticing – Subscribe to receive customized electronic notifications related to specific permit, application, or enforcement case cost code number(s).

Application Submittals- Click New, Modify or Renew to submit an Environmental Resource, Consumptive Water Use and Nutrient Source Control/WOD permit application.

Water Well Construction - Apply for a well construction permit and submit well completion reports

New Ownership Transfers – Apply to transfer an existing permit when a change in ownership of a project and/or property has occurred.

Additional Info Submittals – Respond to a request for additional information, submit an application fee payment using personal or business electronic checks and Visa or MasterCard debit or credit cards, submit agency or other comments, and add phosphorus budget reports.

Compliance Reporting – Submit post permit compliance deliverables required by permit conditions such as construction commencement notifications, construction completion certifications and conversion to operation permit transfers.

eflow - Submit Nutrient Source Control/WOD flow calibration reports and pump logs.

Update Profile – Make changes to user account information and change password.

Phosphorus Budget Calculator - Allows for the creation of new report or modification of an existing report.

Contact Us – Ask regulatory questions, provide suggestions and comments, and receive a response from a regulatory professional within 48 hours.

Permitting Home
Records Search - Application/Permit - Enforcement - Noticing
Electronic Noticing - Subscribe - Unsubscribe
Application Submittals - New, Modify, Renew - Water Well Construction - New Ownership Transfers - Additional Info Submittals
Compliance Reporting - Environmental Resource - Water Use - eflow
Update Profile - Update Profile - Change Password
Phosphorus Budget Calculator
Contact Us



Reoccurring Activities

ePermitting flows through a number of tabbed screens which direct you in the submittal application process. The specific tabs displayed are based on application type and indicate what information is required. The *Next* and *Previous* buttons or links will allow navigation through the application process.

The following activities or processes are used throughout the submittal application system:

- Red asterisks (*) located next to an entry field indicate that the information is required in order for the application process to continue.
- *N/A* should be entered in the comment box if a section is not relevant to the application.
- *See attached file* should be entered in the comment box if a section requests that document(s) be provided.
- For multiple phase projects, use numbers (e.g., 1,2,3) instead of Roman Numerals.
- Directions are abbreviated as follows: N, S, E, W, NE, SW, SE, NW
- Absolutely NO abbreviations should be used for project names or company names of engineers, owners, applicants, etc. Spell out everything (e.g., Florida Department of Transportation or Greater Orlando Aviation Authority).
- All conventional uses for a street suffix apply (e.g., DR for Drive, CIR for Circle, ST for Street, etc.).
- All comment fields have a 2,500 character limit.
- Clicking the **Save** button records the data entered in a specific screen and will advance the application process to the next screen. Clicking the **Cancel** button exits the current screen without saving data entered and returns the application process to the previous screen.
- New Ownership Transfers can be routed to other users for review and edit (including the attaching of files).
- Environmental Resource and Consumptive Water Use submittals can be routed to other users for review, edit and sign/sealing of registered professional documents (including the attaching of files).
- Permit applications can be submitted with the option to pay the permit application fee at a later date (except NGPs)
- Permit application fees can be paid online using personal/business checks and MasterCard and Visa credit/debit card. *Third party checks are not accepted.*
- Submittal confirmation emails are sent to the email address supplied during account creation.
- The ability to attach files is utilized on almost every screen in the submittal system. 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)
 - ◆ Combine multiple maps into one file
 - ◆ File Name - select the applicable document types from the drop down menu. Do not include a period (.) or dash (-) within the file name. The application number is automatically assigned to the file name for all application submitted via ePermitting. A list of ePermitting file naming conventions is available at www.sfwmd.gov/epermitting to assist applicants with naming attached files.

Accessing Help Documentation

Online detailed instructions are available to guide users through every step of the ePermitting process. Simply click on the Help, Screen Help or ? links to access help documentation or contact epermits@sfwmd.gov to receive assistance from a SFWMD representative.



Service Center Locations

SFWMD Headquarters

Attn: Regulatory Support Bureau
3301 Gun Club Road
West Palm Beach, Florida 33406
561.682.6896
Counties Served: Palm Beach, Broward, Miami-Dade, Martin, St. Lucie and Monroe

Big Cypress Basin

Attn: Regulatory Office
2660 Horseshoe Drive North
Naples, Florida 34104
239.263.7615
County Served: Collier

Lower West Coast

Attn: Regulatory Office
2301 McGregor Boulevard
Fort Myers, Florida 33901
239.338.2929
Counties Served: Charlotte, Hendry and Lee

Okeechobee

Attn: Regulatory Office
3800 NW 16th Boulevard
Suite A
Okeechobee, Florida 34972
863.462.5260 or 1.800.250.4200
Counties Served: Glades, Highlands, Martin, Okeechobee and St. Lucie

Orlando

Attn: Regulatory Office
1707 Orlando Central Parkway, Suite 200
Orlando, Florida 32809
407.858.6100 or 1.800.250.4250
Counties Served: Osceola, Orange and Polk