



E-Permitting

A quick reference guide

To submit electronically go to floridawater.com/permitting.

Access the statewide permitting portal at <http://floridawaterpermits.com>.

Account creation

Who needs an account?

An account is needed if you wish to subscribe to permit and application notice email lists or to submit any permit applications or compliance data online. An account is not needed to search permitting data via E-Permitting.

Where is my account information stored?

This data is in a secure file with encrypted passwords. It is not visible to others.

How do I create an account?

- ◆ Go to floridawater.com.
- ◆ Click on “Permitting.”
- ◆ Click on “Create an Account.”

Application submittal

How do I log in to submit information?

- ◆ Go to floridawater.com.
- ◆ Click on “Permitting.”
- ◆ Click on “Sign in to existing account.”
- ◆ Enter user name and password.
- ◆ Click on “Sign in.”

What types of applications can I submit?

Well construction, consumptive use, environmental resource, landscape irrigation and contractor licensing permit applications are available online. Your online account will allow you to submit new applications, renewals, modifications, combine permits or permit extensions.

How do I know what sections I need for a permit?

When you select a permit type (environmental resource permit — ERP) or use type(s) (consumptive use permit — CUP), the system will select and present only the sections and supplemental forms required.

What information must I submit?

The minimum amount of information required before an application can be submitted is shown by red asterisks in the online application.

How can I send reports or other documents with my application?

There are two ways to send reports or other documents.

1. From the ERP or CUP Services page under Application Sent Pending Acceptance or Applications Accepted by



District under Review folders, click on the View button under Document Management. Next, click the Attach New Document button to bring up a new window to attach the document. Select an appropriate Document Type from the drop-down menu and add a short description of the document, then click on Attach and browse to the desired document and press the Enter key. You can attach more than one file if needed. **You do not need to attach reports or plans one page at a time.** Examples are multipage plans combined into one PDF file or previous years’ monthly operating reports as multiple sheets in an Excel workbook.

2. Under Account Services, click on Additional Attachments. Enter the permit and sequence number and click on the Go button. Select an appropriate Document Type from the drop-down menu and add a short description of the document, then click on Attach and browse to the desired document and press the Enter key. This method can be used even if the original application was paper.

ERP Other File attachments

Click [here](#) to print signature sheet file.

If you are submitting digitally signed and sealed documents, please check the Digital Signature check box next to those documents in the Attachment list below. The following document formats are acceptable: [bmp](#) [csv](#) [doc](#) [docx](#) [dxf](#) [eps](#) [gif](#) [jpg](#) [pdf](#) [png](#) [ppt](#) [psx](#) [txt](#) [xls](#) [xlsx](#) [xlsx](#)

* Document Type :

* Description :

Attach

Attachment	Document Type	File Name	Document Description	SHA #	File Size	Signed and Sealed	PKI Digital Signature	Signature File	Remove
6	Calculations	SPDSHT_100518_UF Permitted Projects WM.xls	Spreadsheet	B0D720101C4E1A8E6E57C58AE8B0D791A0458E29	29KB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Calculations	2010 Report.pdf	Stormwater Report	ABC8A4828C28C0862CFD58DA343D3C453B10D01F	26MB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Signatures	APP_100420_UF Master Stormwater Permit_SJRWMD_App40C49001.pdf	Authorization File	E2F38F0683DD3EAC6876D1CC8690727A242FD098	1019KB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plans and electronic signature

What about engineering plans?

The District accepts two electronic methods for signing and sealing.

1. You may submit PKI digitally signed documents, as described in paragraph two of the 61G15 Florida Administrative Code (F.A.C.). Examples of products that

meet the 61G15 F.A.C. requirements can be found at *Adobe.com*, *Entrust.com* and *GlobalSign.com*. Check the PKI Digital Signature box to notify review staff that the file has been digitally signed.

2. The District also supports the receipt of signature files containing the file names and SHA numbers of plans, calculations or other file types. Once your application has been submitted, you will be able to create a pen signature file for the electronic submittals you wish to sign. This form will list the files that you select from the files submitted with the application, the SHA number for each file, and the file name. This signature file is printed and mailed to District headquarters.

Team members

• How can I collaborate with others on an application?

Anyone who has created an application that has not yet been submitted (in draft mode) can “delegate” rights on the application to other E-Permitting account holders. Select the Team Members tab to add delegates. Enter either the user name or email address of the account holder, select Edit or Pay, or both Edit and Pay and click on the Add Team Member button. The application will be flagged as ready for submittal and an email will be sent to all delegates letting them know that they have rights on the draft application. Team members can edit a page but only the original owner of the application can submit the application to the District.

RAI response

• Can I respond to RAIs online?

There are two ways that this can be done. You may select the Document Management link for the application that is currently under review from your ERP Services or CUP Services page. Under Document Management, select View and then Attach New Document. Select Document Type, enter a description and then click on Attach. You may also use the RAI Response link on your Account Services page. Enter the permit number and click Go. You may then attach files. NOTE: This method can be used even if the application was originally submitted on paper.

Compliance submittal

• What types of compliance reports can I submit?

All required compliance reports can be submitted.

• How do I know when compliance reports are due?

After you have logged in, select Compliance from the main menu and enter the permit number and desired date range. All compliance reports due in that time frame for that permit will be displayed. This list can be sorted by compliance submittal name, compliance number or date due.

• What if the application was submitted on paper?

You can still attach additional files, make additional application payments, respond to an RAI or submit compliance reports with an E-Permitting account. The Account Services home page has a link for each of these functions. Just select the appropriate action, enter the permit application number and complete the process.

Payment

• Must I pay the application fee online?

Yes. Payment is required for application submittal. Your online checking account or credit card payment is made using a secure connection to our banking service’s payment site. Your credit card or checking account information is encrypted as it travels across the Internet. Because the bank service processes these transactions, the District and District employees do not have access to your credit card information, nor is any of the information retained as part of the public record. Cards accepted are VISA, MasterCard and American Express.

Getting help

• How do I get help?

General information on consumptive use permits and environmental resource permits

Shannon Barican (386) 329-4570

Agricultural Assistance Team

Vince Singleton (386) 329-4197

