



ePermit

A quick reference guide

To submit electronically go to
www.sjrwmd.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 ePermit.

- **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 www.sjrwmd.com.
- ♦ Click on "Permitting" in the Menu.
- ♦ Click on "ePermit login/create account."

Application submittal

- **How do I log in to submit information?**

- ♦ Go to www.sjrwmd.com.
- ♦ Click on "Permitting."
- ♦ Click on "ePermit login/create account."
- ♦ Click on desired services.
- ♦ Enter user name and password.
- ♦ Click on "Login."

- **What types of applications can I submit?**

Well construction, consumptive use, environmental resource, formal wetland determination, landscape irrigation for one additional day per week, and contractor licensing permit applications are available online. Your online account will allow you to submit new applications, renewals, modifications, transfers, permit determinations/exemptions, permit extensions, or letter and minor modifications.

- **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 respond to an RAI or send reports or other documents with my application?**

Several options — from your dashboard panels (Pending or Processed), from services menu (Apply/Submit), or from Document Management page.

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 after obtaining signature/stamp or seal, scanned back into your system and then attached through “Document Management” or “Additional Documents” (these are now accepted electronically per the Board of Engineers rule #61G15-23.003).

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 ePermit account holders. Select the Team Members tab to add delegates. Enter either the user name or email address of the account holder, select Edit, View, Pay, or any combination 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.

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?**

All compliance reports due will be displayed on your dashboard on the Processed Application panel.

Payment

- **Must I pay the application fee online?**

No. While payment is required for a permit to be issued, you do not have to pay online. There are two methods for payment. The first, when submitting your application online, is to choose the “Pay now” button. This allows you to use your online checking account or credit card payment through a secure connection to Bank of America. Your banking information is encrypted and the District and its employees do not have access to your credit card information. Also, your information is not retained as part of public records. The second method of payment is to choose the “Submit and pay later” button, which allows you to print an invoice and submit a check or other method of payment.

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

Suzanne Archer 407-215-1450

