



# E-Permitting Training



# Agenda

- Introduction to E-Permitting and what's in it for me?
- How can I effectively use the E-Permitting tool?
- Questions and Answers



# Introduction

**Pay for  
Applications  
Online**

**Submit RAI  
Responses and  
Compliance  
Online**

**Faster Service**

**Better Utilization  
of Resources**

**Improved Access  
to All  
Information**



# What should I do first?

- **Create an account at:**

<http://www.nwfwater.com/permits>

- **What can I submit?**

- Applications for ERP, Water Use, Formal Wetland Determinations, Agricultural Ponds, Forestry Authorizations
- Other Documents including RAI Responses
- Compliance Submittals



# Select “Create an Account” in the login box

Permitting Home	Account Services	Search	Apply for a Permit or Submit Compliance Data	Contacts	Help
-----------------	------------------	--------	--	----------	------

Welcome to the Northwest Florida Water Management District's Permitting portal

In this section of the Northwest Florida Water Management District's website, you can search for application and permit information, submit permit applications, submit application correspondence, submit permit compliance information, and create and maintain a login ID that allows you to submit applications and compliance information.

Currently you can apply online for:

- Water Use Permit (WUP)—permits, permit modifications, permit renewals, letter modifications, permit transfers, application withdrawals, RAI extensions, and Chapter 120 waiver permits
- Environmental Resource Permits (ERP)—permits, permit modifications, permit renewals, letter modifications, permit transfers, permit determination/exemption requests, formal wetland determinations, application withdrawals, RAI extensions, Chapters 120 and 373 waivers, and Authorization for Minor Forestry Works permits.

You can also submit all compliance submittals from this site.

### Permitting Users Login

Username :

Password :

[Forgot your username?](#)

[Forgot your password?](#)

[Create an account](#)

[I received an invitation](#)



# Create an Account *(continued)*

**Permitting Account Creation**

**Name**

\* First:  Middle Initial:  \* Last:

Salutation:  Professional Registration:

Business/Company name:

**Address**

\* Street Address:

Address 2:

\* City:  \* State:  \* Zip:

\* Country:

**Contact Info** \*Home or business phone number is required to submit this application:

\* Email:

Home:  Mobile:

Business:  ext.  Fax:

\*Username:

\*Password:

\*Retype New Password:

\* I agree to the above

Thank you!

Your ePermitting Account has been created successfully.



# How do I submit a permit application?

- **How long does it take to submit an application?**

## **Hint:**

- Collect data on your personal computer.
  - Upload when you are ready to submit.
- **How do I know which section of a permit application to submit?**
  - **What information must I include with my permit?**  
Minimum requirements are shown with a red asterisk in the application.



# Account Services

## Account Services

**Username:** *DMHMDH13*

**Name:** *Dani Harrison*

**Email:** *dmhmdh13@yahoo.com*

## Portfolios



**Correspondence Folder (1)**





# ERP Account Services

A screenshot of a web application interface. On the left is a sidebar menu with the title "ERP Services" and a list of links. On the right is a main content area with a yellow background, titled "Account Services" and "ERP". It contains two folder icons with labels: "Delegated Applications (2)" and "Applications Accepted by District -Under Review-". At the bottom of the browser window, the "Safari" logo is visible.

**ERP Services**

- [SWERP/ERP Joint Application](#)
- [Minor Modification or Letter Modification](#)
- [Minor Silvicultural System](#)
- [ERP General \(fka Notice General\)](#)
- [Permit Determination/Exemption](#)
- [Formal Wetland Determination](#)
- [Permit Transfer Request](#)
- [Application Withdrawal Request](#)
- [Chapters 120 and 373 Waiver](#)
- [RAI Extension Request](#)
- [Mitigation Bank Search Tool](#)

**Account Services** **ERP**

- Delegated Applications (2)**
- Applications Accepted by District -Under Review-**

Safari



# Folders for Account Services

- Account Services
- ERP
- CUP
- WWC
- Compliance Submittal

- Draft Applications -Not Sent to District-(85)**
- Delegated Applications (7)**
- Applications Sent -Pending Acceptance-(7)**
- Applications Accepted by District -Under Review- (193)**

Select an application number to check the status

<u>Application Number</u>	<u>Confirmation Number</u>	<u>Project Name</u>	<u>Submitted Date</u>	<u>Print Complete Application</u>	<u>Document Management</u>	<u>Additional Payments</u>	<u>Copy</u>
<a href="#">142735 - 1</a>	310817	5.28-1	10/15/2015	<a href="#">Print</a>	<a href="#">Sign &amp; Seal or Add a document</a>	<a href="#">Pay</a>	
<a href="#">142614 - 1</a>	311512	Procedures Test	10/06/2015	<a href="#">Print</a>	<a href="#">Sign &amp; Seal or Add a document</a>	<a href="#">Pay</a>	



# Beginning a New ERP Application

**Section A:** General information for all activities Go To:

Part 1
Part 2
Part 3
Part 4
Change Method of Completion

**Name, application type, location, and description of activity**
Go To: [Page 1 \[A-E\]](#) [Page 2 \[F-G\]](#) [Page 3 \[G cont-I\]](#) [Page 4 \[J-Q\]](#)

[Previous](#) | [Next](#)

\* A. Name of project, including phase if applicable:

---

\* B. This is for:

---

\* C. List the type of activities proposed. Check all that apply, and provide the supplemental information requested in each of the referenced application sections. Please also reference Applicant's Handbooks I and II for the type of information that may be needed.

- Activities associated with one single-family residence, duplex, triplex, or quadruplex that do not qualify for an exemption or a General Permit. **Provide the information requested in Section B. Do not complete Section C.**
- Activities within wetlands or surface waters, or within 25 feet of a wetland or surface water, (not including the activities associated with an individual residence). Examples include dredging, filling, outfall structures, docks, piers, over-water structures, shoreline stabilization, mitigation, reclamation, restoration/enhancement. **Provide the information requested in Section C.**
- Activities within navigable or flowing surface waters such as a multi-slip dock or marina, dry storage facility, dredging, bridge, breakwaters, reefs, or other offshore structures. **In addition to Section C, also provide the information requested in Section D.**
- Activities that are (or may be) located within, on or over state-owned submerged lands. ([See Chapter 18-21, F.A.C.](#)) **In addition to Section B or C, also provide the information requested in Section F.**
- Construction or alteration of a stormwater management system serving residential, commercial, transportation, industrial, agricultural, or other land uses, or a solid waste facility (excluding mines that are regulated by DEP). **Provide the information**



# Description and Application Type

\* D. Describe in general terms the proposed project, system, works, or other activities. For permit modifications, please briefly describe the changes requested to the permit : **Use less than 1,500 characters**

Testing for procedures for e-Permitting Procedures

51 of 1500

\* E. For activities in, on, or over wetlands or other surface waters, check the type of federal dredge and fill permit requested.

- Individual
- Programmatic General
- General
- Nationwide
- Not Applicable
- Not sure



# Project Location Map

## \* G. Project location map and County(ies), Section, Township, and Range information

Please attach a location map showing the location and boundaries of the proposed area. The map should also contain a north arrow and a graphic scale; show Section(s), Township, and Range information to help a person unfamiliar with the site to find it.

[Attach Document](#)



# Project Information

## F. Project/Activity Location

\* Please provide the county(ies):

Nassau  
Okeechobee  
Orange  
Osceola  
Seminole



Putnam

If you have accurate information about the parcels used for this project please add them now.

**Add Parcels**

\*Street address, road, or other location: **Use less than 400 characters** 123 Testing Lane



# Section Township and Range

* County	* Sections	* Township	* Range	
-- Select --	<input type="text"/>	Select County First	Select Township First	Add
Putnam	10	12S	26E	<a href="#">edit</a>   <a href="#">delete</a>



# Acreage

\* K. Project area or phase area:  Acres







# Pre-Application Meeting

\* B. Have you had a Pre-App with District staff (meeting, via phone, via correspondence, etc.)?  Yes  No

If you answered "yes," please provide details below:

Agency	Date	Location <i>Use less than 1,500 characters</i>	Meeting Attendees	Add Entry
SJR 	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
SJR	10/16/2015	SJRWMD	Shannon Barican Danielle Harrison	<a href="#">edit</a>   <a href="#">delete</a>



# Depiction Plan

\* C. **Attach a depiction (plan and section views), which clearly shows the works or other activities proposed to be constructed.** Use multiple sheets, if necessary, a scale sufficient to show the location and type of works, and include a north arrow and a key to any symbols used. **Specific information to be included in the plans is based on the activities proposed and is further described in Sections B-H.** However, supplemental information may be required based on the specific circumstances or location of the proposed works or other activities.

[1 Document\(s\) attached for this question](#)

Attach Document



# Party Information

- Agent <sup>?</sup>
- Operation and Maintenance Entity <sup>?</sup>
- Land Owner <sup>?</sup>
- Environmental Consultant
- Engineering Consultant
- Applicant \* <sup>?</sup>

**\* Note: Please enter either the first and last name (person) ( -OR- ) the company/agency (organization) as appropriate for the party.**

* First Name: <input type="text" value="Danielle"/>	Middle Name: <input type="text" value="M"/>
* Last Name: <input type="text" value="Harrison"/>	
Salutation: <input type="text" value="-- Select --"/>	Professional Registration: <input type="text" value="-- Select -"/>
* Company/Agency: <input type="text"/>	Title: <input type="text"/>
* Address: <input type="text" value="139 Kane Rd"/>	Address 2: <input type="text"/>
* City: <input type="text" value="East Palatka"/>	* State: <input type="text" value="FL"/>
* Zip: <input type="text" value="32131"/>	* Email: <input type="text" value="dharriso@sjrwmd.com"/>
* Country: <input type="text" value="USA"/>	

**\* Note: Only 1 phone number required.**

Home Telephone: <input type="text"/>	Work Telephone: <input type="text" value="386-329-4465"/>
example : 000-000-0000	example : 000-000-0000
Cell Phone: <input type="text"/>	Fax: <input type="text"/>
example : 000-000-0000	example : 000-000-0000

Correspondence will be sent via email. Check here to receive correspondence via US Mail.

Add



# Signature Attachments

## Signatures and authorization to access property

Instructions: For multiple applicants or owners, please provide a separate Part 4 for each applicant/owner. For corporations, the application must be signed by a person authorized to bind the corporation. A person who has sufficient real property interest (see Section 100.01, Florida Statutes Handbook Volume I) is required in (B) to authorize access to the property, except when the applicant has the power of eminent domain.

\* **Note: At least 1 authorization file is required from section A, B or C.**

**A. Signature File. Please provide a separate document for each applicant. For corporations, the application must be signed by a person authorized to bind the corporation.**

[Print Form](#)

[Attach Document](#)

**B. Authorization for staff to access the property. A person who has sufficient real property interest (see Section 100.01, Florida Statutes Handbook Volume I) is required to authorize access to the property, except when the applicant has the power of eminent domain.**

[Print Form](#)

[Attach Document](#)

**C. Designation of authorized agent.**

[Print Form](#)

[Attach Document](#)



# Attachments

Attachments:

Go To :

[Change Method of Completion](#)

[Previous](#) | [Next](#)

Additional Attachments	
File Attachment Type:	<input type="text"/>
Description:	<input type="text"/>
<input type="button" value="Attach"/>	
<p>The following document formats are accepted:                      .bmp .csv .doc .docx .dwf .eps .gif .jpg .pdf .png                      .ppt .pptx .txt .xls .xlsx .las .tif .shp .dbf .shx                      .prj .xml .sbn</p>	

Important Attachments		
✓	USGS project boundary map ?	<input type="button" value="Attach"/>
✓	Site depiction plans ?	<input type="button" value="Attach"/>
✗	Signature/Authorization Document ?	<input type="button" value="Attach"/>
!	Section B Document	<input type="button" value="Attach"/>

Attachment	File Name	Document Description	Upload Date	File Size	PKI Digital Signature	Remove
------------	-----------	----------------------	-------------	-----------	-----------------------	--------



# Browse and Attach

Supporting documents for : Location and boundaries of the proposed activity in relation to major intersections or other landmarks.

Document Description: Location Map

Attachment

Application | 2 | Confirma

Choose File to Upload

Libraries > Pictures > Search Pictures

Organize > New folder

Pictures library  
Includes: 4 locations

Name	Date	Tags
image022.jpg	1/20/2011 8:56 AM	
image023 - Copy.jpg	1/20/2011 8:56 AM	
image023.jpg	1/20/2011 8:56 AM	
image024 - Copy.jpg	1/20/2011 8:56 AM	
image024.jpg	1/20/2011 8:56 AM	
image025 - Copy.jpg	1/20/2011 8:56 AM	
image025.jpg	1/20/2011 8:56 AM	
Jellyfish - Copy.jpg	2/11/2008 11:32 AM	
Jellyfish.jpg	2/11/2008 11:32 AM	
Koala - Copy.jpg	2/11/2008 11:32 AM	
Koala.jpg	2/11/2008 11:32 AM	
Leopard - Copy.jpg	7/21/2015 12:39 PM	
Leopard.jpg	7/21/2015 12:39 PM	
Lighthouse - Copy.j...	2/11/2008 11:32 AM	
Lighthouse.jpg	2/11/2008 11:32 AM	
Location Map.JPG	7/27/2011 8:06 AM	
Penquins - Copy.jpg	2/18/2008 5:07 AM	

File name: Location Map.JPG All Files (\*.\*)

Open Cancel

Done to the problem on? PI (850




# Document Attached

Supporting documents for : Location and boundaries of the proposed activity in relation to major intersections or other landmarks.

Document Description :

[Attach](#)

[Create a Document](#)

Attachment	File Name	Document Description	Upload Date	File Size	PKI Digital Signature	Remove
	Location Map.JPG	Location Map	2015-10-19	146KB	<input type="checkbox"/>	<a href="#">×</a>

[Done with documents](#)



# Best Practices for Attachments

- **Think of how the information will need to be reviewed when naming and grouping your files.**
  - Information that needs to be viewed concurrently during review should be attached in separate files.
  - Use logical names for file names on your computer and sheets/layouts of your drawings.
  - Include Table of Contents and Section Titles in calculations and supporting documents.





# Best Practices for Submitting Plans and Drawings

- **What format do I use to submit plans and drawings?**
  - MULTI-PAGE dwf files
  - MULTI-PAGE pdf files (preferred)
  - Make sure the scale is set correctly.
  - Make sure *include layers information* is selected when using dwf files.
  - Remember to use informative sheet names.












# Team Members

Email :

OR

e-Permitting Account User Name :

\* Type :  Pay   Edit   View 

User Name	Email	Pay	Edit	View	
DMHMDH13	dmhmdh13@yahoo.com				<a href="#">edit</a>   <a href="#">delete</a>
DHARRISO14	dharriso@sjrwmd.com				<a href="#">edit</a>   <a href="#">delete</a>



# Team Members must have an account

**From “<https://permitting.sjrtest.net>”:**

The user does not exist, therefore he or she was not added

OK



# E-Mail Notification to create account for Team Members

Project Name: Procedures Test for Powerpoint  
Confirmation Number: 311795

Danielle Harrison has added you as a team member with review/edit / pay rights for this project.

Please save this email for future reference. If you have questions please contact Danielle Harrison.



# Method of Completion

[Method of Completion](#)

Abbreviated Application



[Section A](#)

General information for all activities

Finished

- [Part 1](#) Name, application type, location, and description of activity
- [Part 2](#) Supplemental information, and permit history
- [Part 3](#) Applicant and associated parties information
- [Part 4](#) Signatures and authorization to access property

Finished

Finished

Finished

Finished

[Attachments](#)

Finished

[Team Members](#)

1 Member









# Verify and Submit

<b>Application Check List</b>	
<b>Fix It</b>	<b>Missing Information</b>
<b>!</b>	<b>I. Tax Parcel Identification Number</b>
<b>!</b>	<b>J. Directions to Site missing</b>
<b>!</b>	<b>L. Name of waterbody(ies) missing</b>
<b>!</b>	<b>M. Is this part of a larger plan?</b>
<b>!</b>	<b>O. Volume of water the system is capable of impounding</b>




# Missing Required Information Identified

## Application Check List

Fix It	Missing Information
	A Signature File file must be attached.
	I. Tax Parcel Identification Number
	J. Directions to Site missing
	L. Name of waterbody(ies) missing
	M. Is this part of a larger plan?
	O. Volume of water the system is capable of impounding



# Click “Fix It” to find missing information

<b>Fix It</b>	
	<b>A Signature File file must be attached.</b>







# Save Application

**Your application was saved to be processed later.**

**Your confirmation number is 311795**

Please do not send us a paper copy of this electronic submittal. Sending an additional paper copy could delay the processing of the review.

? **Draft Applications -Not Sent to District-(86)**

Select a confirmation number to continue with your application

<u>Confirmation Number</u>	<u>Project Name</u>	<u>Application Type</u>
<a href="#"><u>311795</u></a>	Procedures Test for Powerpoint	Environmental Resource Permit



# Payment Services

Payment options:

To pay via Bank of America's secure online payment services, please select the "Pay Now" option to pay your application fee using a credit card or check. All credit card or account information remains with Bank of America only. The District does not receive any account details back from Bank of America's payment site, other than the payment confirmation number.

Pay Now

If you need to pay with a Purchase Order, or decide to send your payment to the District via different means, then choose the "Submit and Pay Later" option. This allows you to print an invoice that you can submit to the District with your payment.

The District cannot issue a permit without payment. If you do not submit the fee at this time, the District might issue a Request for Additional Information.

Submit and Pay Later



# Credit Card Payment

**Payment Method :**

**Suggested Payment : \$** 2110.00

**Total amount : \$**



# Credit Card Payment

Remit Information	
*Confirmation Number:	311795
*Applicant Name:	Danielle M Harrison
*Applicant Email:	dharriso@sjrwmd.com

Payment Information for Account Number: 311795	
*Payment Account Type:	<input type="text" value="Visa"/>
*Name on Credit Card:	<input type="text" value="Danielle Harrison"/> (The name must appear as it does on the credit card account.)
*Address Line 1:	<input type="text" value="123 Testing Lane"/>
Address Line 2:	<input type="text"/>
*City, State, Zip:	<input type="text" value="Palatka"/> <input type="text" value="FL"/> <input type="text" value="32131"/>
*Credit Card Account Number:	<input type="text" value="4111111111111111"/>
*Credit Card Security Value:	<input type="text" value="123"/>  Click on the image to see Credit Card Security Value locations.
*Expiration Date:	<input type="text" value="01"/> / <input type="text" value="2020"/>



# E-Check Payment

**Payment Method :**

**Suggested Payment :** \$ 2110.00

**Total amount :** \$



# E-Check Payment

Remit Information	
*Confirmation Number:	311795
*Applicant Name:	Danielle M Harrison
*Applicant Email:	dharriso@sjrwmd.com

Payment Information for Account Number #: 311795	
*Payment Account Type:	<input checked="" type="radio"/> Personal Checking <input type="radio"/> Personal Savings <input type="radio"/> Business Checking <input type="radio"/> Business Savings
*Name on Bank Account:	Danielle Harrison
*Bank Routing Number (ABA):	123
*Banking Account Number (DDA):	4111111111111111
Please enter payment amount. For on-time posting of the payment to your account, please allow 3 business days prior to the due date for processing.	
*Payment Date:	10/16/2015
*Payment Amount:	\$2110.00
* indicates a required field	



# Confirmation Page

<a href="#">Permitting Home</a>	<a href="#">Account Services</a>	<a href="#">Search</a>	<a href="#">Apply for a Permit or Submit Compliance Data</a>	<a href="#">Contacts</a>	<a href="#">Help</a>
---------------------------------	----------------------------------	------------------------	--	--------------------------	----------------------

Thank You

**Your ERP application submission has been received.**

**Your NFWFMD confirmation number is 1183**

**Your new permit number is 36505-1**

Please do not send us a paper copy of this electronic submittal. Sending an additional paper copy could delay the processing of the review.



[Print your completed application](#)



[Print the Payment Memo](#)



[Document Management](#)



# Print Your Application



[Print your completed application](#)

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**JOINT APPLICATION FOR  
INDIVIDUAL ENVIRONMENTAL RESOURCE PERMIT/  
AUTHORIZATION TO USE STATE-OWNED  
SUBMERGED LANDS/  
FEDERAL DREDGE AND FILL PERMIT**

---

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION/  
WATER MANAGEMENT DISTRICTS/  
U.S. ARMY CORPS OF ENGINEERS

Effective October 1, 2013







# Print Your Payment Memo



[Print the Payment Memo](#)

Danielle M Harrison  
 139 Kane Rd  
 East Palatka, FL 32131

**Re: Payment for Online Application**

Information	Amount
Online Confirmation#: 311795(10/16/2015)	Suggested Amount: 2110
Application#: 142750-1	Amount Enclosed \$
Project Name: Procedures Test for Powerpoint	(Fill in the amount)



# Document Management



## Document Management

Document Management: Select one of the following options for the documents selected below.

- |   |  |   |   |
|---|--|---|---|
| <input type="radio"/> Generate Signature File | <input type="radio"/> Email Signature File | <input type="radio"/> Attach New Document | <input type="radio"/> Verify Secure Hash Standard (SHA-1) |
|---|--|---|---|



# Sign and Seal Option 1: PKI

- **Digital Signature using PKI – Paragraph 2**
  - Unique to the person using the signature
  - Capable of verification
    - PKI certificate must be verified by a 3<sup>rd</sup> party.
    - Sample vendors are Entrust, VeriSign, and Global Sign.
    - Cost varies from \$500 to \$2,500 depending on options you choose.
  - Signature is part of the document when it is created.



# Sign and Seal Option 2: Signature File

- **Signature File – Paragraph 3**
  - Similar to DOT process
  - Provided without cost to applicants
  - Documents are encrypted as required when you submit your application.
  - Signature form must be generated and signed after you press the “submit” button
    - Use the Document Management Function.
  - Targeted for improvement!



# Document Management

## Sign & Sign After Submitting

Generate Signature File
  Email Signature File

Select the file(s) you wish to sign and seal. Enter the name, type of professional registration you omit this information, the system will generate a blank form for you to complete.

Name:

Type of Professional Registration:

License Number:

[Select All](#) | [Clear All](#)

Signature File	View	PKI Digital Signature	Document Name	Size
<input type="checkbox"/>		<input type="checkbox"/>	DT_LC_sign_up_instructions_3.docx	15K
<input type="checkbox"/>		<input type="checkbox"/>	Application_pdf	-1 byte



# Check boxes for files to sign and press “submit” to generate Signature File

Signature File	View	PKI Digital Signature	Document Name	Size	Description	Authentication Code (SHA-1)
<input type="checkbox"/>		<input type="checkbox"/>	DT_LC_sign_up_instructions_3.docx	15KB	Depiction Plan	21757D0C264EDA7780800A96CB9F73DE9B4DBADB
<input type="checkbox"/>		<input type="checkbox"/>	Application_pdf	-1 bytes	System Generated Online Application Report	N/A
<input type="checkbox"/>		<input type="checkbox"/>	Application_pdf	-1 bytes	System Generated Online Application Report	N/A



# Sample Signature Document

## SIGNATURE DOCUMENT

**Submittal Confirmation Number: 311795**  
**Project Name: Procedures Test for Powerpoint**  
**Application Number: 142750-1**

This document is signed and sealed to secure the electronic files referenced by the signature files as described by the Florida Department of Business and Professional Regulation and by the Florida Department of Agriculture and Consumer Services.

**Signature File Created:** Friday, Oct 16 14:10:20 EST 2015

**Number Signed/Sealed Files:** 1

**Name:** Danielle Harrison

**Type of Professional  
Registration:** PG

**License Number:** 1234



# E-mail Signature Document

\* Recipient:

\* Subject:

Name:

Type of Professional Registration:

License Number:

[Select All](#) | [Clear All](#)

Signature File	View	PKI Digital Signature	Document Name	Size	Description	Authentication Code (SHA-1)
<input checked="" type="checkbox"/>		<input type="checkbox"/>	DT_LC_sign_up_instructions_3.docx	15KB	<input type="text" value="Depiction Plan"/>	21757D0C264EDA7780800A96CB9F73DE9B4DBADB





# Attach New Documents

\* Document Type :

\* Description :

Signed and Sealed	
PKI Digital Signature	Signature File
?	?
<input type="checkbox"/>	<input type="checkbox"/>

- Adjacent Land Owners
- Additional Material
- Aerial Photographs
- Application
- Authorization Letter
- Authorization for Agent
- Bookmarked Application Submittals
- Bound Reports
- Calculations
- Map
- Operational and Maintenance Documents
- Petition for Variance
- Plans
- Signatures
- Signed and Sealed Document



# Account Services: Update Profile

## Account Services

- [Update Your Profile](#)
- [Change Password](#)
- [Payment Services](#)
- [Submit Correspondence](#)

**Permitting Account Update**

**Name**

\* First:  Middle Initial:  \* Last:

Salutation:  Professional Registration:

Business/Company name:

---

**Address**

\* Street Address:

Address 2:

\* City:  \* State:  \* Zip:

\* Country:

---

**Contact Info** \*Home or business phone number is required to submit this application:

\* Email:

Home:  Mobile:

Business:  ext.  Fax:

---

\*Username:

\*Password:

\*Retype New Password:



# Account Services: Change Password

## Account Services

[Update Your Profile](#)

[Change Password](#)

[Payment Services](#)

[Submit Correspondence](#)

Username: DHARRISO14

\*Old Password:

\*New Password:

\*Re-enter New Password:

[View Electronic Account Agreement](#)

Save Password Change

Reset



# Account Services: Payment Services

**Account Services**

---

- [Update Your Profile](#)
- [Change Password](#)
- [Payment Services](#)
- [Submit Correspondence](#)

Electronic payment upfront is required to submit an electronic permit application.

**\*Payment Reason:**

**\*Permit Number:**  **\*Sequence Number:**

*For Permit Number Format: XXX-99-999999-999*

*(Rule-County-Permit#-Seq#), use Permit# and Seq#*

Pay



# Account Services: Submit Correspondence

## Account Services

- [Update Your Profile](#)
- [Change Password](#)
- [Payment Services](#)
- [Submit Correspondence](#)

Permit #\*

142749

Seq #\*

1

Go

[Search](#)

For Permit Number Format: XXX-99-999999-999  
 (Rule-County-Permit#-Seq#), use Permit# and Seq#

Permit #\*

142749

Seq #\*

1

[Search](#)

Go

For Permit Number Format: XXX-99-999999-999  
 (Rule-County-Permit#-Seq#), use Permit# and Seq#

Project Name: Procedures Test for Powerpoint

Owner:

\* Correspondence Type :

- Pending Application Correspondence
- RAI Response
- RAI Response - Partial

The following document for

.wmf .eps .gif .jpg .pdf .png .ppt .pptx .txt .xls .xlsx .las .tif

\* Document Type :

\* Description :

Attach



# Submit Correspondence: RAI Response Submittals

\* Correspondence Type :

The following document formats are acceptable: .bmp .csv .doc .docx .dwf .eps .gif .jpg .pdf .png .ppt .pptx .txt .xls .xlsx .las .tif

\* Document Type :

\* Description :

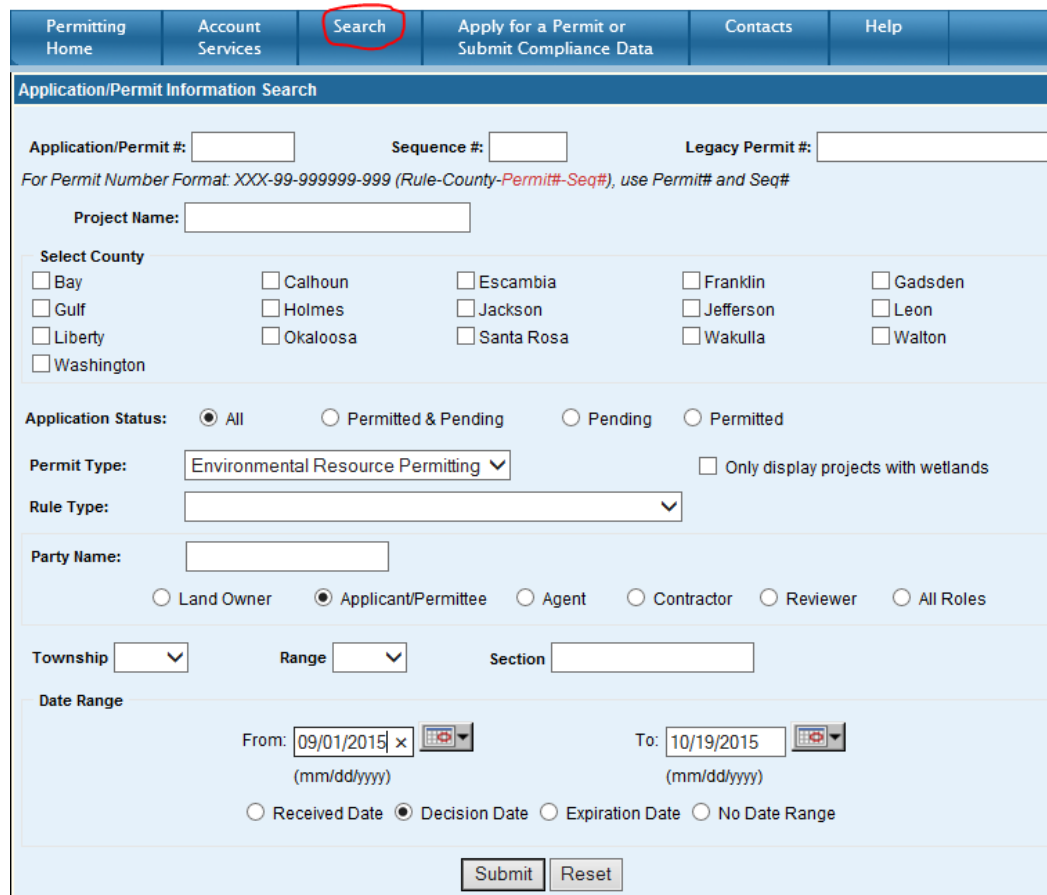
Attach



# Frequently Asked Questions

- How do I look up an existing permit via E-Permitting?

<https://permitting.sjrwm.com/nwepermitting/jsp/Search.do?theAction=PermitNumSearch>

A screenshot of the E-Permitting search interface. The top navigation bar includes links for "Permitting Home", "Account Services", "Search" (highlighted with a red circle), "Apply for a Permit or Submit Compliance Data", "Contacts", and "Help". Below the navigation bar is the "Application/Permit Information Search" section. It contains several search criteria: "Application/Permit #:", "Sequence #:", and "Legacy Permit #:" with corresponding input fields. A note below these fields states: "For Permit Number Format: XXX-99-999999-999 (Rule-County-Permit#-Seq#), use Permit# and Seq#". There is a "Project Name:" input field. A "Select County" section lists various counties with checkboxes: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, and Washington. The "Application Status:" section has radio buttons for "All" (selected), "Permitted & Pending", "Pending", and "Permitted". The "Permit Type:" is set to "Environmental Resource Permitting" with a dropdown arrow, and there is a checkbox for "Only display projects with wetlands". The "Rule Type:" has a dropdown arrow. The "Party Name:" input field is followed by radio buttons for "Land Owner", "Applicant/Permittee" (selected), "Agent", "Contractor", "Reviewer", and "All Roles". The "Township", "Range", and "Section" fields are dropdown menus. The "Date Range" section has "From:" and "To:" input fields with date pickers, showing "09/01/2015" and "10/19/2015" respectively. Below the date range are radio buttons for "Received Date", "Decision Date" (selected), "Expiration Date", and "No Date Range". At the bottom are "Submit" and "Reset" buttons.



# Search Results

- [Permitting Home](#)
- [Account Services](#)
- [Search](#)
- [Apply for a Permit or Submit Compliance Data](#)
- [Contacts](#)
- [Help](#)

**Search Criteria**  
 Date Type: Decision Start Date: 09/01/2015 End Date: 10/19/2015  
[Back](#)

Sort Results:

Records: 1 to 5 of 52 Page 1 of 11  
 Information as of : 19-Oct-2015 12:07:25 AM

Permit Number	Permit Type	Applicant Name	Project Name	County	Dates	Status
<a href="#">IND-129-8090-3</a>	ERP Individual	N. G. Wade Investment Company	Wakulla Oaks Subdivision Extension of #8090-2 (Legacy #362.01)	Wakulla	Received: 10/01/2015 Decision: 10/02/2015 Expires: 10/23/2020	Issued
<a href="#">IND-129-8121-3</a>	ERP Individual	N. G. Wade Investment Company	Longleaf Plantation of Wakulla Extension of Permit #8121-2 (Legacy 384.01)	Wakulla	Received: 10/01/2015 Decision: 10/02/2015 Expires: 11/20/2020	Issued
<a href="#">IND-113-8828-2</a>	ERP Individual	Santa Rosa County Board of County Commissioners	Industrial Boulevard Parking Lot - Milton Emergency Ext. of Legacy Permit 894	Santa Rosa	Received: 09/18/2015 Decision: 10/02/2015 Expires: 04/30/2016	Issued
<a href="#">IND-005-9528-2</a>	ERP Individual	Sandy Creek Airpark Holdings, LLC	Sandy Creek North Subdivision-Mod to P9528-1	Bay	Received: 08/11/2015 Decision: 10/08/2015 Expires: 04/30/2018	Issued
<a href="#">IND-073-9588-2</a>	ERP Individual	Preserve Homes LLC	The Preserve at Buck Lake, Phase II Transfer of Permit#9588-1	Leon	Received: 10/06/2015 Decision: 10/08/2015 Expires: 01/02/2019	Issued





# Drill Down to Permit Details

- Permitting Home
- Account Services
- Search
- Apply for a Permit or Submit Compliance Data
- Contacts
- Help

Information as of : 19-Oct-2015 12:07:25 AM

<b>Permit Number:</b> IND-129-8090-3	<b>Project Name:</b> Wakulla Oaks Subdivision Extension of #8090-2 (legacy #362.01)	
<b>Sequence Type:</b> Extension	<b>Permit Type:</b> ERP Individual	<b>County:</b> Wakulla
<b>Received:</b> 10/01/2015	<b>Decision Date:</b> 10/02/2015	<b>Expiration Date:</b> 10/23/2020

**Description:** Request to extend permit for five years. This project consists of the construction of a 36-lot single family residential subdivision with interior roads and stormwater management system. Stormwater treatment shall be provided in natural depressions serving as retention basins and by vegetated natural buffers.

<b>Status:</b> Issued	<b>Recommendation:</b> Approval
<b>Applicant:</b> N. G. Wade Investment Company	<b>Owner:</b> N. G. Wade Investment Company
<b>Agent:</b> Robert A Routa	<b>Process Status:</b> Issued
<b>Wetlands:</b> No	
<b>Consultant:</b> GPI Southeast Inc.	



Documents

[List all by Date](#)

Trouble viewing files? Click [here](#) for help.

Export

**Application (2)**

Document Type	Processed Date	File Size	Document Comments
<a href="#">Plans:3</a>	10/01/2015	84MB	
<a href="#">Application:3</a>	10/01/2015	399KB	

**Technical Staff Report (1)**



# Frequently Asked Questions (*continued*)

- How do I get information about permits in other districts?
  - <http://floridawaterpermits.com>



# Florida's Water Permitting Portal

<http://floridawaterpermits.com>



Welcome to the permitting portal for the Florida Department of Environmental Protection (DEP) and Florida's water management districts. This portal provides links to information about water resource permitting in Florida, and links to DEP and the water management districts to:

- Apply for permits and other authorizations, including:
  - Environmental Resource Permits \* (and authorizations to use state-owned submerged lands, where applicable)
  - Consumptive and Water Use Permits
  - Well Construction Permits
  - Works of the District Permits
- Submit monitoring reports and other compliance documentation
- Search for information regarding existing permits and applications
- Find program and contact information

DEP and the water management districts issue a variety of permits to manage and protect Florida's water resources. These resources include wetlands, rivers, streams, lakes, ponds, estuaries, coastal systems, springs, groundwater and surface water supplies.

Authorizations may be needed for activities including construction or abandonment of wells and systems, large volume water usage, development or new construction, stormwater management and wastewater discharges and activities in, on or near wetlands and other water resources.

**Map instructions**

Move your mouse pointer over the name of DEP or a water management district to see that agency's region of responsibility. Click on an agency's name to be taken to its permitting website.



# How do I get help?

- **Get *General Permitting Help* at:**
  - [www.nfwwater.com/permits](http://www.nfwwater.com/permits)
- **Get *E-Permit Specific Help* at:**
  - <https://permitting.sjrwmd.com/nwephelp/>
- **E-mail:**
  - Water Use - Applications  
[water.use@nfwwater.com](mailto:water.use@nfwwater.com)
  - Water Use - Compliance  
[compliance@nfwwater.com](mailto:compliance@nfwwater.com)
  - Environmental Resource Permitting  
[erppermits@nfwwater.com](mailto:erppermits@nfwwater.com)



# Questions?

