



# E-Permitting

## A Quick Reference Guide

To submit electronically, go to:

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

Access the statewide permitting portal at:

<http://floridawaterpermits.com>.

### Account creation

#### Whoneedsanaccount?

An account is needed if you wish to subscribe 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 <http://www.nfwwater.com/permits>

In the “Permitting Users Login” box, click on “Create an Account.”

### Application submittal

#### How do I login to submit information?

Go to <http://www.nfwwater.com/permits>.

In the “Permitting Users Login” box, enter your username and password.

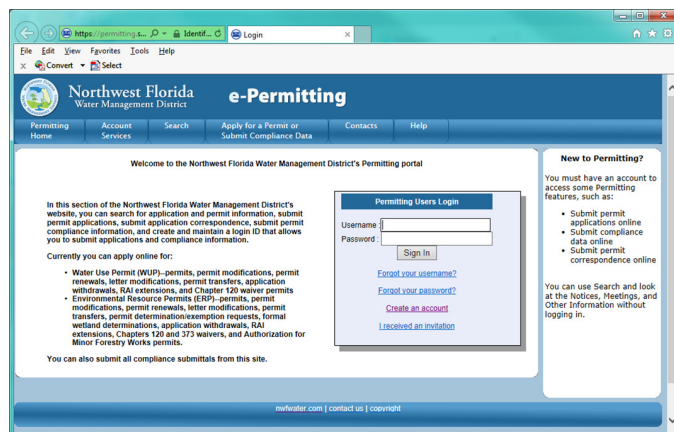
Click on “Sign in.”

#### What types of applications can I submit?

Environmental resource, formal wetland determination, forestry authorizations, agricultural pond applications, and permit applications for water use are available online. Your online account will allow you to submit new applications, renewals, modifications, transfers, permit determinations/exemptions, 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) (water use permit — WUP), 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 Florida reports or other documents with my application?

There are two ways to send reports or other documents.

1. From the ERP or WUP 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 multi-page 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.

## 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 Chapter 61G15, Florida Administrative Code (F.A.C.).
2. The District also supports the receipt of signature files containing the file names and Secure Hash Algorithm (SHA) numbers of plans, calculations or other file types. Once your application has been submitted, the system provides a method to create a manifest for physical signing and sealing that accompanies the SHA numbers. This manifest is then submitted by hard copy to the District.

## 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?

Yes, you may 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.

The screenshot shows the 'RAI Response Submittals' web application interface. On the left is a yellow sidebar with 'RAI Response Instructions' and a 'Note' about file requirements. The main content area has a search form with 'Permit #' (19656) and 'Seq #' (3) fields, a 'Search' button, and a 'Go' button. Below the search form, it displays project details: 'Project Name: Modification for Ocala Comm. Credit Unauri (Ltr Mod)' and 'Owner: City of Ocala'. A section for digital signatures includes a 'Digital Signature' checkbox and a list of acceptable document formats: bmp, csv, doc, docx, dxf, eps, gif, jpg, pdf, png, ppt, pptx, txt, xls, xlsx, las. At the bottom, there are 'Document Type' and 'Description' dropdown menus, an 'Attach' button, and a 'Submit' button.

## 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.

The screenshot shows a web application interface for 'Compliance Submittal'. At the top, there is a navigation bar with 'Home', 'Sign In', 'Applications', 'Search', 'Compliance', and 'Help'. Below this, there are tabs for 'Account Services', 'ERP', 'CUP', 'WWC', 'Compliance Submittal', and 'Rules'. The main content area has a yellow background and contains the following elements: 'Enter Permit No' and 'Seq#' input fields with a '(optional)' note; a 'Previously accessed Permits' dropdown menu set to '-SELECT PERMIT-'; a 'Compliance Submittal Due Date\*' section with 'From' and 'To' date pickers (both set to 07/13/2009 and 07/13/2010 respectively) and radio button options for 'Default', 'Today', 'No Specific Date', 'Current Year', 'Past Due', 'Current Month', and 'Current Quarter'. At the bottom, there are two buttons: 'Process for Public Input' and 'Submit Query'.

### 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?

No. While payment is required for an application to be processed, 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

### Environmental Resource Permits

Erica Bundrick (850) 683-5044 (Crestview)  
Lucinda Scott (850) 539-5999 (Midway)

### Water Use Permits

Dominic Delgado (850) 539-5999

### Agricultural Assistance

Ken Greenwood (850) 539-5999

