

New, Modified or Renewed License ePermit Instructions

Waste Transporter Licenses require submittal of an application for a new license, modification of license and to renew the license every two years.

Click the link to open ePermits

<https://www.broward.org/ePermits/Pages/Default.aspx>

broward.org/ePermits/Pages/Default.aspx

State Federal Processing Admin Benefits

BROWARD.org

Welcome to ePermits OneStop

You asked, we listened! Check the status of your permit/license application. Just log in to your account thru [ePermits](#), go to My Applications, then License Status.

Fast. Efficient. Convenient.

- 1 **First:** Start the permitting process with the local municipality.
- 2 **Next:** Use the resources below to apply for a Broward County permit or view step-by-step instructions. [Contact us](#) for additional support or for more information, check out our [Frequently Asked Questions](#).

New and Improved!

Search ePermits A-Z

Listing of available online permits. Search by entering a word related to permit activity.

ePermits OneStop

First time user: Register for access Existing users: sign-in and access ePermits system.

Quick Reference Guides

Guides for submitting an application through Broward County's online ePermitting system.

i.e [Asbestos Certificates, Development & Environmental Review, and Notice of Commencement](#)

Open this select menu

Either Register for an account

OR

Login to an already existing account

Troubleshooting:

- Use Chrome as your browser.
- Turn off pop-up blockers.
- Call 954-519-1245 for help or
- Email WasteTransporters@broward.org
- Forgot password? Reset Your Password with the Forgot your password? link on the Sign In screen.

1. Click Submit Application

2. Scroll down and click on Waste Transporter License

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar contains several menu items: 'Apply' (with a sub-item 'Submit Application'), 'Manage', 'My Projects', 'My Applications', 'Follow a Project', 'Update', 'Sign Application', 'Sign and Seal Documents', 'Upload Documents', 'Add Related Parties', and 'Pay Fees'. The main content area has a blue header 'Select an ePermit or ePlan Review'. Below the header, it says 'Please select the Permit or Plan Review you are applying for from drop down below:'. A dropdown menu is open, showing a list of permit types. 'Waste Transporter License' is selected and highlighted in blue. Below the dropdown are 'Back' and 'Next' buttons. A yellow box highlights the 'Next' button with the instruction '3. Click Next'.

1. Choose either New, Renewal or Modification

3. Renewals and modifications, check if you will be adding and/or deleting vehicles, and if you will change wastestream.

The screenshot shows a form titled 'Application for a Waste Transporter License'. It has four radio button options: 'New Waste Transporter License', 'Renewal' (which is selected), 'Modification of Waste Transporter License', and 'Monthly Report'. Below these is a text input field for 'Waste Transporter License Number' containing 'WT-00-0123', with '(ex. WT-00-0000)' to its right. There are three checkboxes: 'Add Vehicle' (unchecked), 'Delete Vehicle' (checked), and 'Change/Add Wastestream to the License' (unchecked). At the bottom are 'Back' and 'Next' buttons. A yellow box highlights the 'Next' button with the instruction '4. Click Next'. Another yellow box highlights the license number input field with the instruction '2. Enter license number'.

Click "here" to see documents to include as part of your application process.

Documentation Required

Before you begin, please click [here](#) to review the documents you will need to upload as part of the application.

If you do not have all the documents required at this time, you can still complete the application online. However, before the application is considered submitted, you will then need to return to the ePermits application when you have the documents, and upload the required documentation.

Back Next

A PDF will open with the following information:

The following supplemental documents needs to be uploaded for a complete application:

a. Haulers of septic sludge:

Submit /upload a copy of your current Septic Contractors Certificate issued by the Florida Department of Health

b. Haulers of RCRA Hazardous Waste:

Submit /upload a copy of your current Hazardous Waste Transporter Certificate of Approval issued by the Florida Department of Environmental Protection.

c. Haulers of biomedical waste:

Submit /upload a copy of your current Biomedical Waste Transporter Registration issued by the Florida Department of Health.

d. Haulers of used oil:

Submit/upload a copy of your current Used Oil Transporter Registration issued by the Florida Department of Environmental Protection.

* Haulers of sewage from portable toilets: Submit/upload a copy of your current Septage Disposal Service Operating Permit issued by the Florida Department of Health.

Documentation Required

Before you begin, please click [here](#) to review the documents you will need to upload as part of the application.

If you do not have all the documents required at this time, you can still complete the application online. However, before the application is considered submitted, you will then need to return to the ePermits application when you have the documents, and upload the required documentation.

Back Next

← Click Next when you are done reviewing the information.

1. Check each box for the type of waste that will be hauled on the new, renewed or modified license. Do not include any waste types that were on the license but will no longer be hauled.

Nature of Business/License Type

Sludge Hauling

Discarded Hazardous Material Hauling

Biomedical Waste Hauling

Nature of Business/License Type

Sludge Hauling

Septic

Public Health Unit Registration Number:

Dry Sludge

Grease Trap

Sewage from Portable Toilets

Sewage from Lift Stations

Storm & Sanitary Sewer Debris

Other

2. Check the specific types of waste to include on the new, renewed or modified license.

3. Check "Other" if you haul waste that does not fit any other Type and add details in text box.

Discarded Hazardous Material Hauling

Used Oil

DEP Used Oil Transporter Registration:

RCRA Hazardous Waste

DEP RCRA Certificate:

Photochemical Waste

Nonhazardous Industrial Waste (Solid)

4. Include registration or certificate numbers for any of the types that require supplemental documents (see page 3 for details).

Nonhazardous Industrial Waste (Liquid)

Contaminated Soils

Other

Biomedical Waste Hauling

Department of Health Certification Number:

I do not have a Department of Health Certification

5. Click Next

1. Enter the Business Name for the license.

Business Name:

Is your business organization registered with the Florida Department of State Division of Corporations? Yes No

Is Corporation Name same as Business Name entered above? Yes No

Enter Corporation Name:

2. Answer Yes or No

3. Answer Yes or No

3a. If the answer to 3 was "No", enter the corporation's name.

4. Click Next

Vehicle Information

List all the vehicles information: license plate number and State, vehicle capacity (gallons or tons). Upload a copy of vehicle most recent inspection report to demonstrate compliance with state and federal regulations.

Click to Add vehicle(s) individually.
A Vehicle Information (new trucks are being ADDED)

Click here if submit/upload an existing spreadsheet listing all the trucks in the inventory as part of the application (Upload file in Document Upload section).

* For many vehicles, see instructions on page 6.

3. Enter all vehicles & containers that will appear on the license, then Click "Next".

A pop-up box will open for entering specific vehicle information.

1. Enter information and answer questions.

2. Click Save

EPermits - Vehicle Information - Google Chrome

dpepp.broward.org/EPermitsAPP/editrelatedobject.aspx?FromObjectId=

Vehicle Information

License Plate Number & State: FL

Vehicle Inventory Change: New Vehicle Delete Vehicle

Vehicle Capacity: Gals Lbs NA

Fitted with Pump: Yes No NA

Truck Type:

Decal Number: N/A

Inspection report submitted with Application: Yes No NA

* An inspection is required for each vehicle & container. Inspector is dependent on Waste Type (DOT, DOH, DEP).

* Only enter Decal Number for Modifications & Renewals.

Vehicle Information

List all the vehicles information: license plate number and State, vehicle capacity (gallons or tons). Upload a copy of vehicle most recent inspection report to demonstrate compliance with state and federal regulations.

A Vehicle Information (new trucks are being ADDED)

Click here if submit/upload an existing spreadsheet listing all the trucks in the inventory as part of the application (Upload file in Document Upload section).

Click here if you will be uploading a document with a vehicle inventory instead of entering them individually due to the number of vehicles/containers included.

Click Next

Vehicle Parking Location

List all addresses where vehicles are stored:

a Vehicle Parking Location

Click here if submit/upload an existing spreadsheet listing various parking locations as part of the application (Upload file in Document Upload section).

Click to Add Parking Locations.

A pop-up box will open for entering specific vehicle information.

1. Enter Parking Location address.

2. Click Save

EPermits - Add a Vehicle Parking Location - Google Chrome

dpepp.broward.org/EPermitsAPP/editrelatedobject.aspx?Fr...

Add a Vehicle Parking Location

Address

City

State **Zip Code** -

3. Enter all Parking Locations for all the vehicles/containers that will appear on the license, then Click "Next".

Waste Disposal Location

List name, address and telephone number of waste disposal sites. Specify if the waste disposal site is a transfer, storage, disposal, or recycling facility. List type of material and quantities to be hauled per month. For domestic sludge haulers, specify the type of sludge (i.e. Septic tank, grease trap, portable toilet, WWTP, or other). Attach/Upload additional sheets if necessary.

Add 

A Waste Disposal Location (new location(s) are being ADDED)

- Click here if submit/upload an existing spreadsheet listing waste disposal locations as part of the application (Upload file in Document Upload section).**

Back

Next

A pop-up box will open for entering specific vehicle information.

1. Enter Waste Disposal Location name, address and phone number.

2. Click on the Type of Facility that applies (choose only one).

3. Choose as many Type of Waste that apply (may choose more than one).

4. Enter Estimated Quantity expected to deliver.

5. Click Save

EPermits - Waste Disposal Location - Google Chrome

dpepp.broward.org/EPermitsAPP/editrelatedobject.aspx?FromObjec

Waste Disposal Location

Name:

Address:

City:

State: **Zip Code:** -

Phone: () -

Type of Facility:

Transfer Storage Disposal Recycling

Type of Sludge or Waste:

Septic Tank Grease Trap

Portable Toilet WWTP

Petroleum Contaminated Soil Medical Waste

Other

Estimated Quantity of Waste:

Gallons:

Lbs:

6. Enter all Waste Disposal Locations where waste will be delivered, then Click "Next".

Project Information > Location > **Related Parties** > Documents

Select or Add Business Owner

Add a Business Owner. *Click to Add the Business Owner.*

Select from existing parties. *If submitting a **renewal** or **modification** for an existing license, click Select to choose an individual already listed on the license.*

Back **Next**

A pop-up box will open for adding contact information.

1. Enter contact information for the corporation.

2. Click Save

EPermits - Add Related Party - Google Chrome

dpepp.broward.org/EPermitsAPP/editrelatedobject.aspx?FromObjectId=86077665&EndPoint=eR

Add Related Party

Corporation Name: Sample Business, LLC

First Name: FName

Last Name: LName

Title: President

Phone Number: (555) 123 - 4567

Email Address: LName@samplebusiness.com

Country: United States

Address: 1234 University Dr

City: Plantation State: FL Zip Code: 33324

Save **Cancel**

Select or Add Business Owner

Add a Business Owner. *1. Add or Select as many contacts as necessary.*

Select from existing parties. *1. Add or Select as many contacts as necessary.*

Corporation Name	First Name	Last Name	Title	Email Address	Phone Number	Type
	Tony	Smith	Admin	smith@samplebusiness.com	(555) 123-4567	Owner
Sample Business, LLC	FName	LName	President	LName@samplebusiness.com	(555) 123-4567	Owner

Back **Next** *2. Click Next*

Select below if the business owner is also the contact, applicant or authorized agent

Corporation Name	First Name	Last Name	Contact	Applicant	Authorized Agent
Sample Business, LLC	Tony	Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FName		LName	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. Choose the categories that apply to each contact.

2. Click Next

Back Next

The next 3 pages allow you to add another 1. Contact, 2. Applicant and/or 3. Authorized Agent. For each page, make additions, if any, and Click Next.

Select or Add Contact Information (if different than business owner)

Add a Contact Contact

Select from existing parties.

Corporation Name	First Name	Last Name	Title	Email Address	Phone Number	Type
Sample Business, LLC	Tony	Smith	Admin	smith@samplebusiness.com	(555) 123-4567	Contact

Select or Add an Applicant (if different than business owner)

Add an applicant(s) Applicant

Select from existing parties.

Corporation Name	First Name	Last Name	Title	Email Address	Phone Number	Type
Sample Business, LLC	FName	LName	President	LName@samplebusiness.com	(555) 123-4567	Applicant

Select or Add an Authorized Agent (Optional)

Add an authorized agent Authorized Agent

Select from existing parties.

Corporation Name	First Name	Last Name	Title	Email Address	Phone Number	Type
Sample Business, LLC	FName	LName	President	LName@samplebusiness.com	(555) 123-4567	Agent

Back Next Click Next

Upload Documents

Project Name: ABC Hauling **Type:** Waste Transporter License

Please click [here](#) to review the documents you will need to upload as part of the application.

1. Click "here" to see documents to include as part of your application process.

Submit/upload an existing spreadsheet listing all the trucks in the inventory, various parking locations and/or waste disposal locations if needed.

If you are an Authorized Agent, then an authorization letter is required and it needs to be uploaded.

▲ UPLOAD

2. Click to Upload required documents (see page 3 for details).

The ePermits electronic signature document (SHA-1 Report) will be generated at the end of the online application process, upon submitting the application.

Back Next

A pop-up box will open for uploading documents from your computer.

3. Either drag files into box or click files to upload and Click on Add Files.

4. Upload all necessary Documents, then Click "Next".

eSign Application

- I am the applicant/officer of company
- I am an authorized agent

1. Check the appropriate box to eSign the application. *If Applicant is not a corporate officer, a letter of authorization allowing Applicant to sign on behalf of the corporation is required.*

Back Next Submit

2. Click Submit to go to the eSign page.

eSign Application

- I am the applicant/officer of company
- I am an authorized agent

The box checked in the previous screen will appear.

The undersigned(s) certify(ies) that the statements made in this application are correct and complete to this or her knowledge and belief, and understands that false or misleading statements may result in denial or revocation of a license and/or civil action including assessment of a civil penalty as prescribed in Chapter 27 of the Broward County Code of Ordinances.

The undersigned further agrees to comply with the provisions of Chapter 27 of the Broward County Code of Ordinances. In particular, as specified in Section 27-9, reasonable entry shall be provided to County personnel for the purpose in inspection and testing to determine compliance.

By typing your name in below, you are signing the application and agreeing to the [Terms and Conditions](#).

Applicant Name

1. Type name here.

Back Next Submit

2. Click Submit to submit the eSignature.

You will see a confirmation and links to pay online.

Confirmation

Thank you for submitting your application online.
ePermit ID: 0000271370
Project Name: ABC Hauling


[Pay Fees by Credit Card](#)
[Pay Fees by Check](#)



Only new licenses require fee payment. This can be done after application is processed by Waste Transporter Licensing staff.

- We will review the application and let you know if we require additional information.
- Select from the options on the left to start a new application or sign out.

You will also receive an email confirming the Application submission and Document uploads.

This is an automatically generated email from Waste Transporter License - Project Name: ABC Hauling - ePermits #: 0000271370. Please do not respond.

 ePermits <epermits@broward.org>

[Reply](#) [Reply All](#) [Forward](#)  

Troubleshooting:

- Use Chrome as your browser.
- Turn off pop-up blockers.
- Call 954-519-1245 for help or
- Email WasteTransporters@broward.org
- Forgot password? Reset Your Password with the Forgot your password? link on the Sign In screen.

You will see a confirmation and links to pay online.

Confirmation

Thank you for submitting your application online.

ePermit ID: 0000271370

Project Name: ABC Hauling

[Pay Fees by Credit Card](#)

[Pay Fees by Check](#)

Click the link to pay either by Credit Card or Check.

You will also receive an email confirming the Application submission.

- We will review the application and let you know if we require additional information.
- Select from the options on the left to start a new application or sign out.

If you click the Check link, you will see a page to enter your checking information.

Pay your outstanding fees for this review

A total amount of \$18.00 will be paid to Broward County.

Account Name:

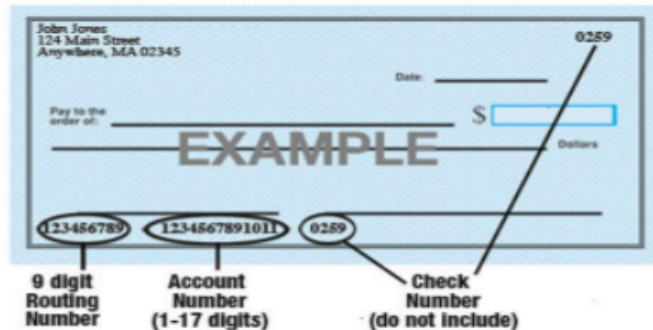
Routing Number:

Account Number:

Confirm Account Number:

Recipient Email Address:


Sample Routing Number



IMPORTANT! To avoid double payment, click [Submit] only ONE TIME and do not use your browser's BACK button to pay again.





After entering account information, click Submit.

If you click the Credit Card link, you will see a page to enter your credit card information.

Please confirm and complete the following information for this secure transaction. 

**A total amount of
\$18.00 USD
will be paid to Broward County**

Credit Card Information

Card Type *    

Card Number *

Expiration Date * (MM/YYYY) Expiration Year

Please enter your name as it appears on the card.

Card Name *

Pay Card Verification *

Billing Information

This information will only be used for the purpose of authorizing this transaction.

First Name *

Last Name *

Address 1 *

Address 2

City *

State/Province *

Country *

Zip/Postal Code/label> *

Daytime Phone # * (eg. 555-555-5555)

Email * (for electronic receipt)

**IMPORTANT! To avoid double payment,
click [Send Payment] only ONE TIME and
do not use your browser's BACK button to pay again.**

After entering information, click Send Payment.

You will receive an email receipt from Broward County including all the details of your payment (details not shown).

Broward County ePermit Online Payment Receipt



BCSD_PAYMENT_CONFIRM@broward.org

To retranca.equipment@gmail.com; WasteTransporters

Thank you for your payment.

Please print this message for your records.

If any information below is inaccurate, please call us at (954) 765-4400 immediately.