

Broward County's ePermit's Help Guide.

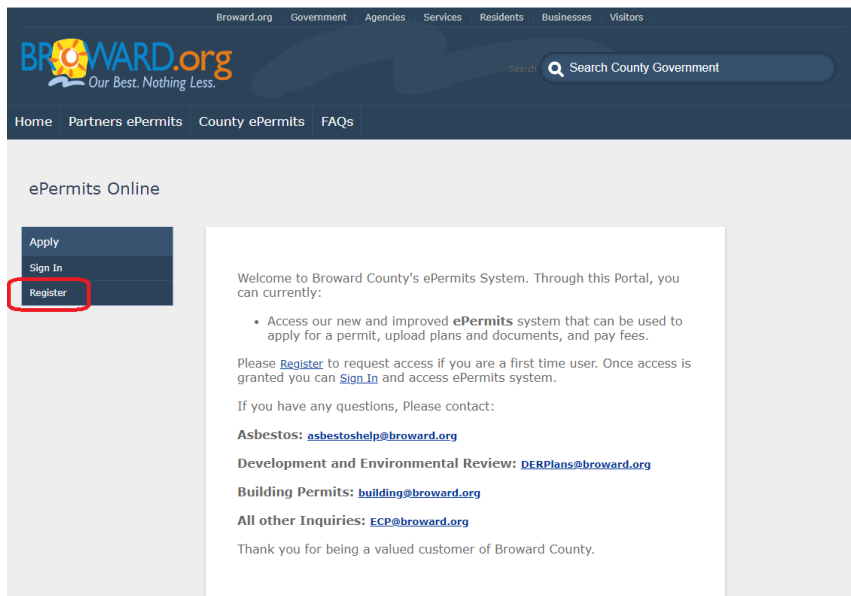
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How to create an ePermit account

1. Go to <https://dpepp.broward.org/EPermitsAPP/Default.aspx>
2. Click “Register”



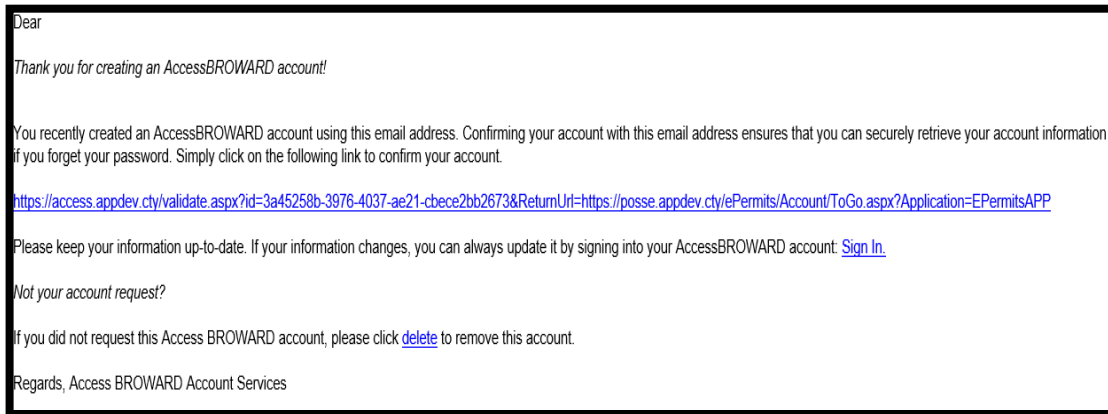
3. Fill in all pertinent information for a login. Click “Create My Account”
Please choose a generic email address that you will have access to when creating the profile and avoid selecting an address for a specific individual as this may present future issues if that person is no longer with the organization. E.g. (business@businessname.com)

A registration form with three input fields: 'Email', 'Password', and 'Reenter Password'. Below the fields is a blue button labeled 'Create My Account'.

4. You will see the following message after registering.

You're almost finished. You have successfully created your account and an email was sent to [email address]. Please check your email and click on the link to confirm your AccessBROWARD account. You will be able to sign in after you confirm your new account.

5. You will then get an email asking for you to click on the link to validate your new account.



6. Once you click the link, you will be asked to create your profile. Enter the information requested and click “Create Profile”.

Create Profile

Create your AccessBROWARD Profile to continue.

First Name

Last Name

Postal Code

[Create Profile](#)

7. You will see the screen below with the message in green saying your account has been validated.

Your AccessBROWARD account is now validated and ready for use. Simply sign in to continue.

BROWARD.org
Our Best. Nothing Less.

AccessBROWARD

Home [Sign In](#) [Register](#) [Help](#)

Sign In

If you already have an account, please enter your email and password.

Email

Password

☐ Keep me signed in

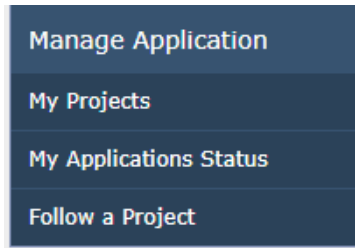
[Forgot your password?](#)

[Sign In](#)

Don't have an AccessBROWARD Account?
[Register here.](#)

Guide for how to Manage an Application

This guide will assist on how to manage your submitted ePermit application under the **Manage** section on the ePermits home page. This section provides instant access to submitted applications, projects you may be following, and access to follow other existing projects.



My Projects

- When you select this option, you will see a list of projects that either you submitted or follow. This will include the project name, created date, and created by information. You can drill down into each project by selecting/clicking it to see more information.

Initial project information.

Project Name	Created Date	Created By
1320 NE 16TH ST - FAMILY DWELLING	Dec 26, 2023	DANIAHOME
19TH St. Townhomes Fort Lauderdale Habitat for Humanity	Jan 24, 2024	MCARTOSSA-KEITHTEAM

Additional information when selected.

Permit Type	ePermit ID	ePermit Status	Application Number	License Status	Created Date	Project Name
Development and Environmental Review	0000272420	SUBMIT	448766	Fees Satisfied	Dec 26, 2023	1320 NE 16TH ST - FAMILY DWELLING

- Here you can see the type of ePermit submitted, ePermit number, status, application number (if applicable), application status, created date and project name.
- Further selecting the permit will then give all the information that was provided for the application. You can view documents, related parties, signatures.

Project

Parties

eSign & Seal (SHA-1)

View Docs

eSign App

Approval Certificates

Details

Details

Project Name:

1320 NE 16TH ST - FAMILY DWELLING

Type:

Development and Environmental Review

ePermit ID:

0000272420

Application Number:

448766

Folio Number:

494234028160

Street Number	Pre Direction	Street Name	Street Type	Unit Number	City	Zip Code	Zip Extension	Alternate Location
1320	NE	16	ST	A&B	Fort Lauderdale	33304		

My Applications Status

- When you select this option, you are given a list of all the applications you submitted. This is different than My Projects since it does not provide any information about projects you are following. You will see the same information as if you selected the project.

Permit Type	ePermit ID	ePermit Status	Application Number	License Status	Created Date	Project Name
AQ Air License	0000010365	FINISH			Sep 28, 2015	Test Roldee

From My Applications you can also see all the information you provided in the application, and see additional options like:

- Upload Docs – Here you can upload any additional documents requested by the permitting section like updated plans or applications.
- eSign & Seal (SHA-1) – this option lets you generate a SHA-1 for any documents that require a Sign & Seal.
- eSign Application – this option lets you see if an application is missing a signature or lets you view the signature on an application.

Project	Upload Docs	eSign & Seal (SHA-1)	View Docs	Details	Details
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Project Name: AO-140003
 Type: AQ Air License
 ePermit ID: 0000057633
 Application Number: None
 Folio Number:

Follow a Project

This option gives you the ability to follow an existing project that was submitted by another party (E.g. submitted by engineer or a different employee in the same company). If you know the name of the project, you can enter it in the search bar and select **“Search”**.

Project Name:

Use '%' for partial searches. For example, to find all projects with "Development" in the Project Name, search for Project Name: "%Development%".

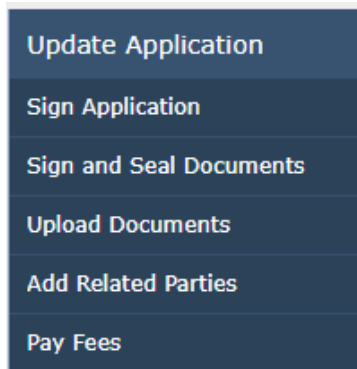
Notice the use of the % when you are doing a partial search. This gives you more results as shown below.

Relate Project?	Project Name
<input checked="" type="checkbox"/>	20th FLOOR LAW OFFICE LOBBY RENOVATION
<input type="checkbox"/>	20th Floor Corridor
<input type="checkbox"/>	20th Floor Corridor at 110 East Broward

Check the project you want to select, and press **“Submit”**. After pressing submit the check will disappear and you can now select the project you are interested in.

Project Name	Created Date	Created By
1320 NE 16TH ST - FAMILY DWELLING	Dec 26, 2023	DANIAHOME
19TH St. Townhomes Fort Lauderdale Habitat for Humanity	Jan 24, 2024	MCARTOSSA-KEITHTEAM
19TH St. Townhomes Fort Lauderdale Habitat for Humanity	Jan 24, 2024	MCARTOSSA-KEITHTEAM
20th FLOOR LAW OFFICE LOBBY RENOVATION	Dec 10, 2018	Monica Nunez

Guide for how to Update an Application



- Update Application
- Sign Application
- Sign and Seal Documents
- Upload Documents
- Add Related Parties
- Pay Fees

Sign Application

- You will use this option if you need to sign an ePermit application, or if the application requires an additional signature for a related party(ies).



Sign Application

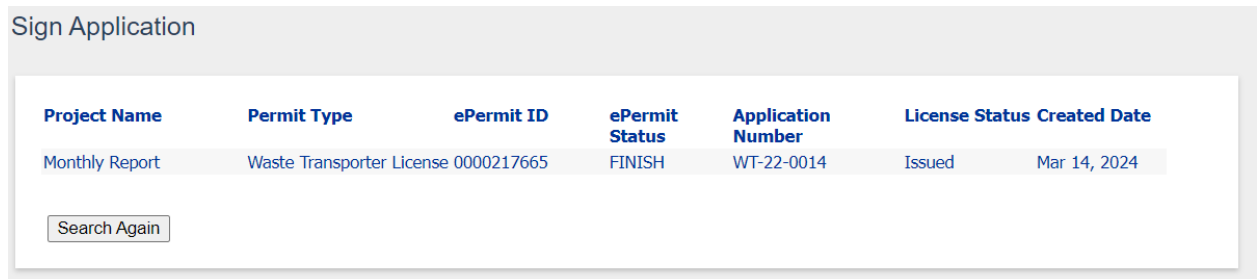
Enter one of the following fields to search:

Project Name:

ePermit ID:

Application Number:

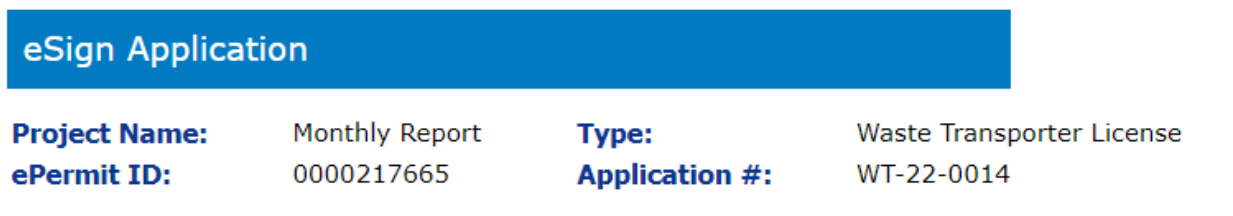
Use '%' for partial searches. For example, to find all projects with "Development" in the Project Name, search for Project Name: "%Development%".



Sign Application

Project Name	Permit Type	ePermit ID	ePermit Status	Application Number	License Status	Created Date
Monthly Report	Waste Transporter License	0000217665	FINISH	WT-22-0014	Issued	Mar 14, 2024

- If a signature is required, you will see the option to sign as shown below.



eSign Application

Project Name:	Monthly Report	Type:	Waste Transporter License
ePermit ID:	0000217665	Application #:	WT-22-0014

Please review the [application](#) and verify the Project related information and documents submitted with this application.

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

Sign and Seal Documents

- This option allows you to generate a sign and seal document (SHA-1) if it is required by the document type you uploaded. You can search by project name, ePermit number, and application number.
FYI: (Only Development and Environmental Review permits use application numbers)

Sign and Seal Documents

Enter one of the following fields to search:

Project Name:

ePermit ID:

Application Number:

Use '%' for partial searches. For example, to find all projects with "Development" in the Project Name, search for Project Name: "%Development%".

Search

- Once you click **“search”**, your application will appear, and you can select it.

Sign and Seal Documents

Project Name	Permit Type	ePermit ID	ePermit Status	Application Number	License Status	Created Date
Monthly Report	Waste Transporter License	0000217665	FINISH	WT-22-0014	Issued	Mar 14, 2024

Search Again

- You will be taken to the screen shown below where you will need to select the document you want to print and click **“Print Report”**.

Job 091019303-001 (0000217665)

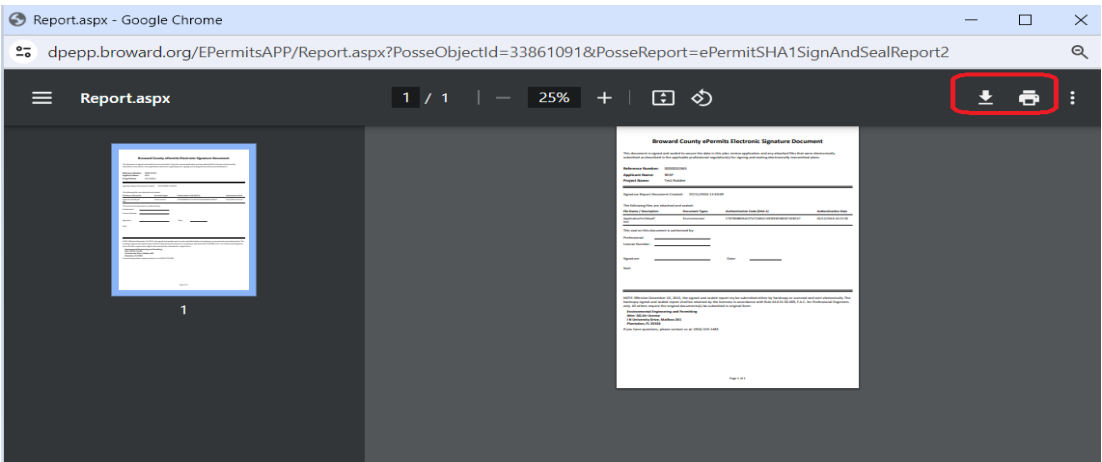
Please select documents for EPermits Electronic Signature Report

Project Name: Monthly Report Type: Waste Transporter License
ePermit ID: 0000217665 Application #: WT-22-0014

Electronic Signature Document Report?	File Name	Discipline	Upload Date
<input checked="" type="checkbox"/>	test doc.pdf	Architectual	Jun 27, 2024

Print Report

- A new window with the SHA-1 will open and you can download, print, and sign it.



Upload Documents

- If you are requested to upload additional documents or plans, you can accomplish this by selecting **Upload Documents** under **Update Application**, searching for the application, and then selecting the application. The Upload Document window will open. To upload documents, click on **“Upload”**.

The image shows two parts of the application interface. On the left is a dark blue sidebar menu with options: 'Update Application', 'Sign Application', 'Sign and Seal Documents', 'Upload Documents' (highlighted with a red box), 'Add Related Parties', and 'Pay Fees'. On the right is the 'Upload Documents' search page. It has a heading 'Upload Documents' and a section 'Enter one of the following fields to search:' with three input fields: 'Project Name:', 'ePermit ID:' (highlighted with a red box), and 'Application Number:'. Below these is a 'Search' button and a note: 'Use % for partial searches. For example, to find all projects with "Development" in the Project Name, search for Project Name: "%Development%"'. At the bottom is a table titled 'Upload Documents' with columns: Project Name, Permit Type, ePermit ID, ePermit Status, Application Number, License Status, and Created Date. The table contains three rows of data, with the first row 'HORIZON ELEMENTARY SCHOOL' highlighted by a red box.

Project Name	Permit Type	ePermit ID	ePermit Status	Application Number	License Status	Created Date
HORIZON ELEMENTARY SCHOOL	Asbestos - Statement of Responsibilities	0000146642	FINISH	0000064685	Approved	Nov 30, 2020
HORIZON	Asbestos - Statement of Responsibilities	0000005689	FINISH	0000003827	Fee Is Due	Jun 2, 2015
*Horizon Behavioral Center	Development and Environmental Review	0000001023	SUBMIT	386260	Finished	Dec 29, 2014

- You then click on the **“Upload”** button and follow the steps to upload documents.

The image shows the 'Upload Documents' form. At the top are tabs: 'Project', 'Parties', 'Upload Docs' (active), and 'View Docs'. Below the tabs is a blue bar with the text 'Upload Documents'. The form has two fields: 'Project Name:' with the value 'Asbestos Auto Cert' and 'Type:' with the value 'Asbestos - Statement of Responsibilities'. Below these is a note: 'For each document uploaded, select the applicable Discipline and write a short description. For example, Discipline: **Environmental** - Upload Description: **Asbestos Survey** and check Digitally Signed and Sealed drawings, plans, asbestos survey'. There is a blue button with an upward arrow and the text 'UPLOAD' (highlighted with a red box). Below this is a table with columns: 'Discipline', 'Upload Description', 'File Name', 'Generate Electronic Sign and Seal (SHA-1)?', 'Digitally Signed and Sealed (eg. Verasign, GlobalSign, etc.)?', and 'Sign and Seal NOT Required?'. At the bottom is a 'Submit' button and a note: 'Note: When you have completed making your changes, click on the Submit button to save the changes to your ePermit.'.

Discipline	Upload Description	File Name	Generate Electronic Sign and Seal (SHA-1)?	Digitally Signed and Sealed (eg. Verasign, GlobalSign, etc.)?	Sign and Seal NOT Required?

- Once documents are uploaded click Submit to to save changes to the ePermit. You will receive an email confirmation that the documents were uploaded. You can also view the documents submitted by clicking the **“View Docs”** tab.

The image shows the 'View Docs' tab. At the top are tabs: 'Project', 'Parties', 'Upload Docs', and 'View Docs' (active and highlighted with a red box). Below the tabs is a blue bar with the text 'View Docs'. The form has two fields: 'Project Name:' with the value 'Asbestos Auto Cert' and 'Type:' with the value 'Asbestos - Statement of Responsibilities'. Below these is a field for 'ePermit ID:' with the value '0000217647' and a field for 'Application #:' with the value '0000134406'. Below these is a table with columns: 'View Discipline', 'File Name', 'Electronically Sign and Seal?', 'Digitally Signed and Sealed?', 'Sign and Seal NOT Required?', and 'SHA1 Code'. The table contains six rows of data. At the bottom is a note: 'Note: When you have completed making your changes, click on the Submit button to save the changes to your ePermit.'.

View Discipline	File Name	Electronically Sign and Seal?	Digitally Signed and Sealed?	Sign and Seal NOT Required?	SHA1 Code
Civil	TestDocument.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A6123353404A2FD01FBFCFF92FFEEEI
Engineering	TestDocument.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A6123353404A2FD01FBFCFF92FFEEEI
Environmental	TestDocument.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A6123353404A2FD01FBFCFF92FFEEEI
Civil	TestDocument.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A6123353404A2FD01FBFCFF92FFEEEI
Electrical	Asbestos Email Certificate Update Dev UAT.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05372BAE1F8F61E8277A4B0586ECC8
Elevating	test.docx	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	956075FDE48125794E5193A67FB60F

Add Related Parties

- If you need to add a new related party to an application (E.g. a new engineer, owner, or a person to sign) you can do this by selecting the **Add Related Parties** option. Then entering the permit number and then selecting the permit.

Update Application

Sign Application

Sign and Seal Documents

Upload Documents

Add Related Parties

Pay Fees

Add Related Parties

Enter one of the following fields to search:

Project Name:

ePermit ID:0000217666

Application Number:

Use '%' for partial searches. For example, to find all projects with "Development" in the Project Name, search for Project Name: "%Development%".

Search

Add Related Parties

Project Name	Permit Type	ePermit ID	ePermit Status	Application Number	License Status	Created Date
Super Slime	Waste Transporter License	0000217666	FINISH		New	Mar 14, 2024

Search Again

- Once you select the application you will see the list of the current related parties and you can add the new contact information for the new person.

Related Parties

Project Name:Super SlimeType:Waste Transporter License

ePermit ID:0000217666Application #:None

Add a related party.

Corporation Name	First Name	Last Name	Title	Email Address	Type
	Alex	Agent		respana@broward.org	Agent
	Adam	Applicant		respana@broward.org	Applicant
	Chucky	Contact		respana@broward.org	Contact
	Oscar	Owner		respana@broward.org	Owner

Note: When you have completed making your changes, click on the Submit button to save the changes to your ePermit.

Submit

Pay Fees

- You must pay Application Fees after submitting your application. Some applications require payment before they can be reviewed.

The screenshot shows a web interface for paying fees. On the left is a dark blue sidebar with white text links: "Update Application", "Sign Application", "Sign and Seal Documents", "Upload Documents", "Add Related Parties", and "Pay Fees". The main area is titled "Pay Fees" and contains a search form. The form has three input fields: "Project Name:", "ePermit ID:" (containing "0000217665"), and "Application Number:". Below these fields is a blue instruction: "Use '%' for partial searches. For example, to find all projects with 'Development' in the Project Name, search for Project Name: '%Development%'." and a "Search" button.

- You can pay fees either by credit card or by ECheck by clicking the **"Pay Now"** option.

This screenshot shows the "Pay Fees" page with a table of fees due. The table has columns: "Project Name", "ePermit ID", "Application", "Status", "Fees Due", "Pay By Credit Card", and "Pay By ECheck". One row is visible for "Monthly Report" with ePermit ID "0000217665", Application "091019303-063", Status "Issued", and Fees Due "\$10,806.00". Links "Pay Now" are provided for both credit card and ECheck payments. Below the table, it states "The Following Credit Cards Are Accepted" and shows logos for VISA, MasterCard, DISCOVER, and American Express. A "Search Again" button is at the bottom left.

Project Name	ePermit ID	Application	Status	Fees Due	Pay By Credit Card	Pay By ECheck
Monthly Report	0000217665	091019303-063	Issued	\$10,806.00	Pay Now	Pay Now

- If you choose **Pay By Credit Card**, you will need to complete the required fields as shown on the screen below. **Please Note: only click on Send Payment once to avoid double payment.**

This screenshot shows the credit card payment confirmation screen. It starts with a yellow banner: "Please confirm and complete the following information for this secure transaction." Below is a dark blue box stating: "A total amount of \$5,000.00 USD will be paid to Broward County". The "Credit Card Information" section includes fields for Card Type (dropdown), Card Number, Expiration Date (MM/YY), Card Name, and Pay Card Verification. The "Billing Information" section includes fields for First Name, Last Name, Address 1, Address 2, City, State/Province (dropdown), Country (dropdown), Zip/Postal Code, Daytime Phone #, and Email. A yellow footer contains an important note: "IMPORTANT! To avoid double payment, click [Send Payment] only ONE TIME and do not use your browser's BACK button to pay again." and buttons for "Send Payment" and "Cancel Transaction".

- If you choose **Pay By ECheck**, you will need to complete the required fields as shown on the screen below.

Pay your outstanding fees for this review

A total amount of \$5,000.00 will be paid to Broward County.

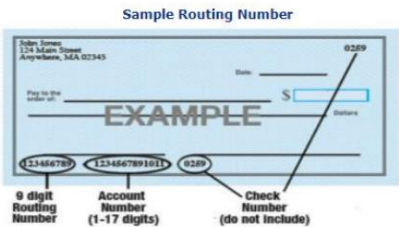
Account Name:

Routing Number:

Account Number:

Confirm Account Number:

Recipient Email Address:



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

- You will receive an email confirmation of your payment.