Submitting an application via Broward County's ePermitting system

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INTRODUCTION

This document will guide you through the process of applying for a **Development and Environmental Review Approval** using the ePermits online application. This system can also be used to apply for Surface Water license and Statement of Responsibility Regarding Asbestos (SRRA) approval.

There are 6 steps involved in submitting an application:

1. ***Project Information***: In this section, you must provide information about your project. This might include information about the type of work being done, the type of property and property details, land use, and a project name.

2. ***Location***: In this section, you will be asked to provide information about the location, such as the address, folio number, and jurisdiction.

3. ***Related Parties:*** In this section, you must provide owner and other related party details.

4. ***Document Upload:*** In this section, you may upload documents in PDF format. You may also need to provide details such as drawing title, engineer/architect project #, and issue/revision date, as applicable. This is also where you will select whether you will electronically or digitally sign and seal your documents.

5. ***Sign Application***: In this section, you must electronically sign your entire application and designate whether you prefer to have your application reviewed electronically or in-person.

6. **Submitting you Application:** After you have completed these steps, you are now ready to submit and release your application for review. When you submit your application, you will receive your electronic signature reports for all documents that must be electronically signed and sealed.

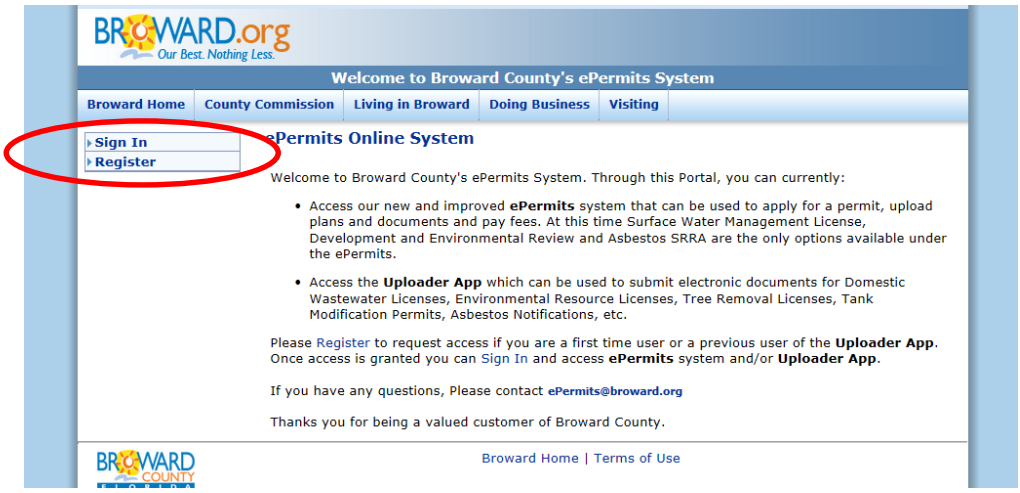
   In the Development and Environmental Review Approval application, you will have the option of either saving your application without releasing it or immediately releasing it for review. If you have multiple development and environmental review applications, you might prefer to submit them all at the same time.

Accessing the online application

Before you can access the online application, you will need to have a user-id and password.

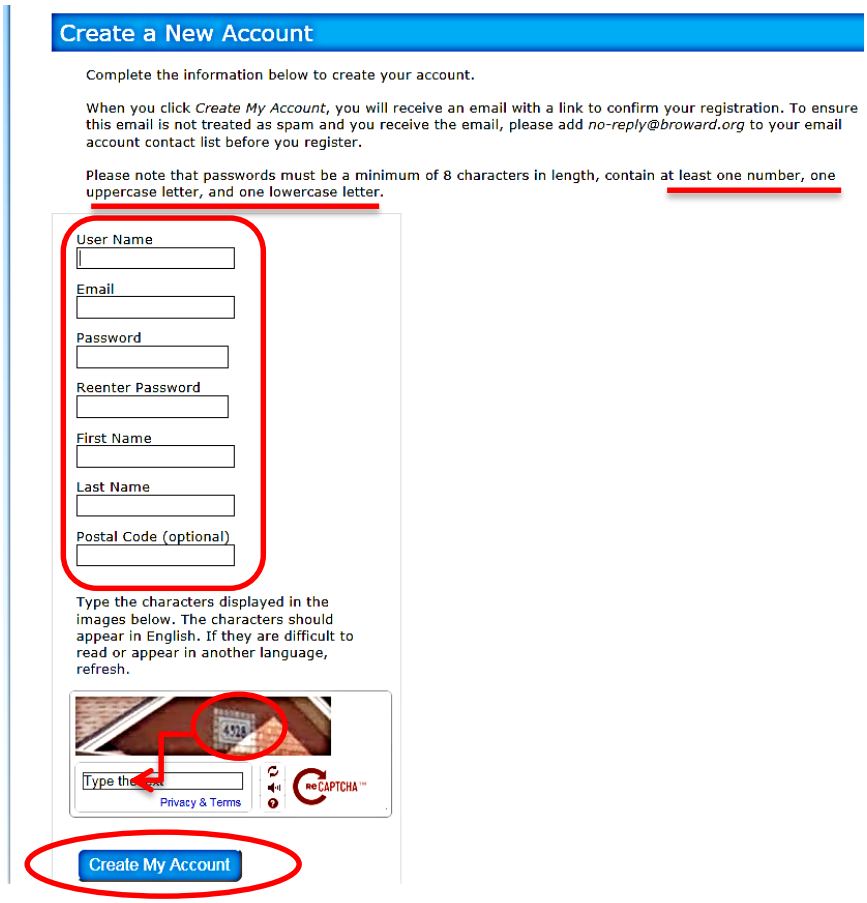
If you do not have a user-id, then you will need to get one. You do this by clicking on the "**Register.**"

If you already have an account, click on "**Sign In**" and you will be asked to enter your email address and password.



(NOTE: If you are applying as an unregistered guest, you will not need to Sign In or create a username and password. Please skip to the Creating a New Application section on page 8.)

Creating an Account

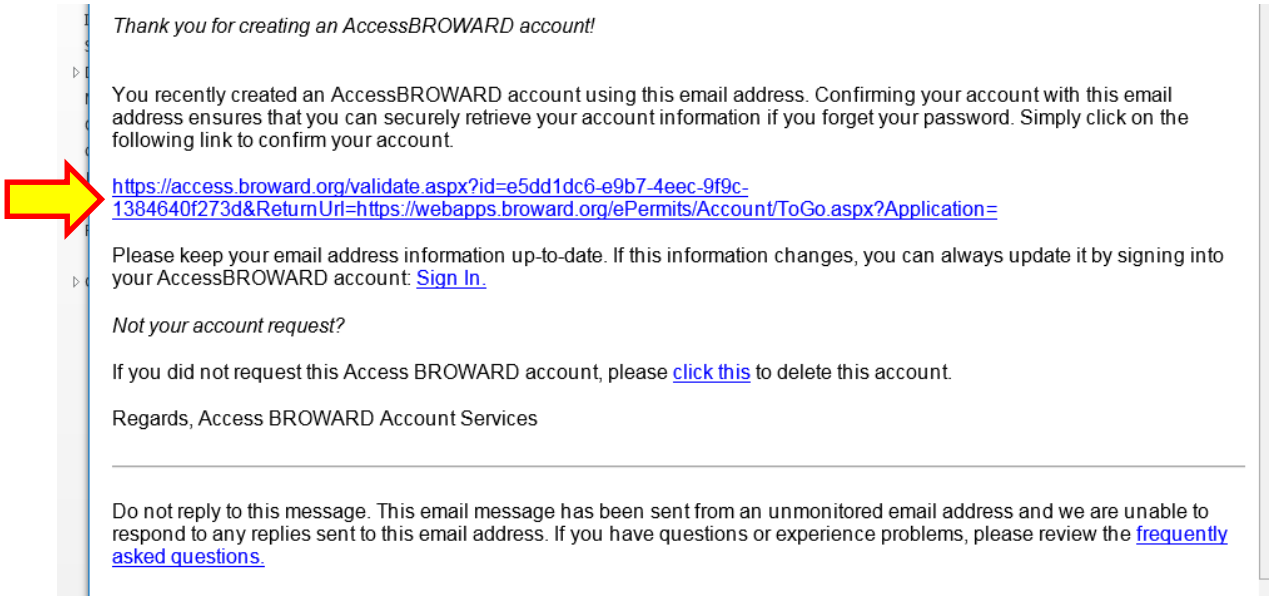


- *Enter your information in the proper fields.*
- *Enter the number in the Captcha picture in the space provided.*

- *Click "**Create My Account**."*

You will receive an email asking you to verify your email address and complete your account registration. If you do not receive this email, please check your spam folder.

- *Click the hyperlink in the email to finish creating your account.*



Thank you for creating an AccessBROWARD account!

You recently created an AccessBROWARD account using this email address. Confirming your account with this email address ensures that you can securely retrieve your account information if you forget your password. Simply click on the following link to confirm your account.

https://access.broward.org/validate.aspx?id=e5dd1dc6-e9b7-4eec-9f9c-1384640f273d&ReturnUrl=https://webapps.broward.org/ePermits/Account/ToGo.aspx?Application=

Please keep your email address information up-to-date. If this information changes, you can always update it by signing into your AccessBROWARD account: Sign In.

Not your account request?

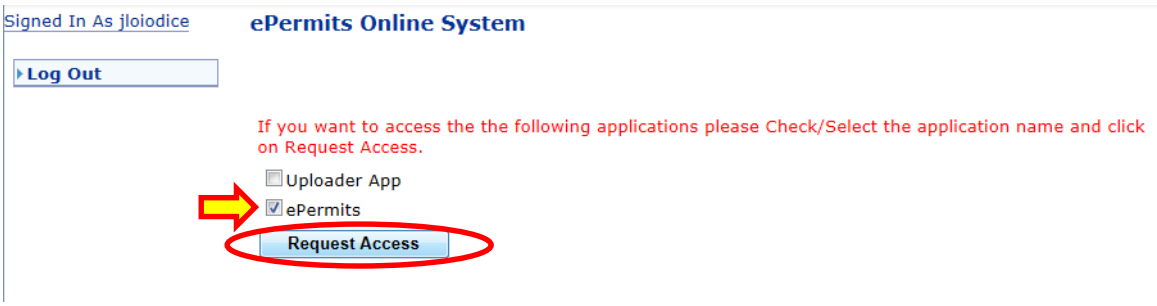
If you did not request this Access BROWARD account, please click this to delete this account.

Regards, Access BROWARD Account Services

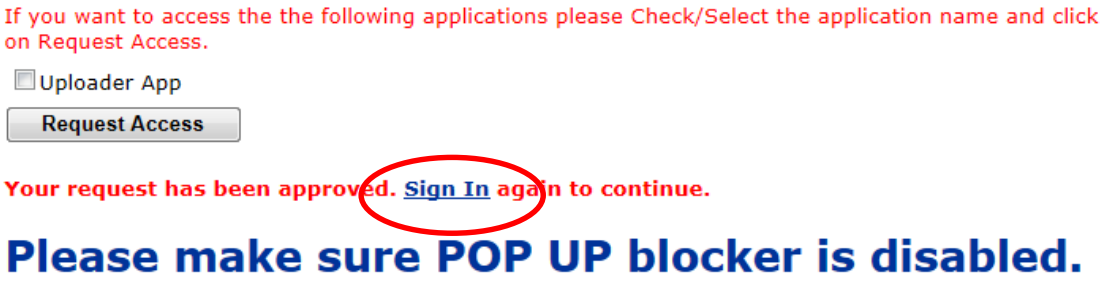
Do not reply to this message. This email message has been sent from an unmonitored email address and we are unable to respond to any replies sent to this email address. If you have questions or experience problems, please review the frequently asked questions.

You will then be asked if you wish to access **ePermits** or Uploader App**.**

- *Select the **ePermits** checkbox**.** Then click "**Request Access**."*



Your access request should be approved immediately, and you can sign in to your ePermits account.



- *You must disable your **pop-up blocker** or allow all pop-ups from the ePermits website at this time.*

Internet Explorer: **Menu Bar → Tools → Pop-up Blocker → Turn Off Pop-Up Blocker**

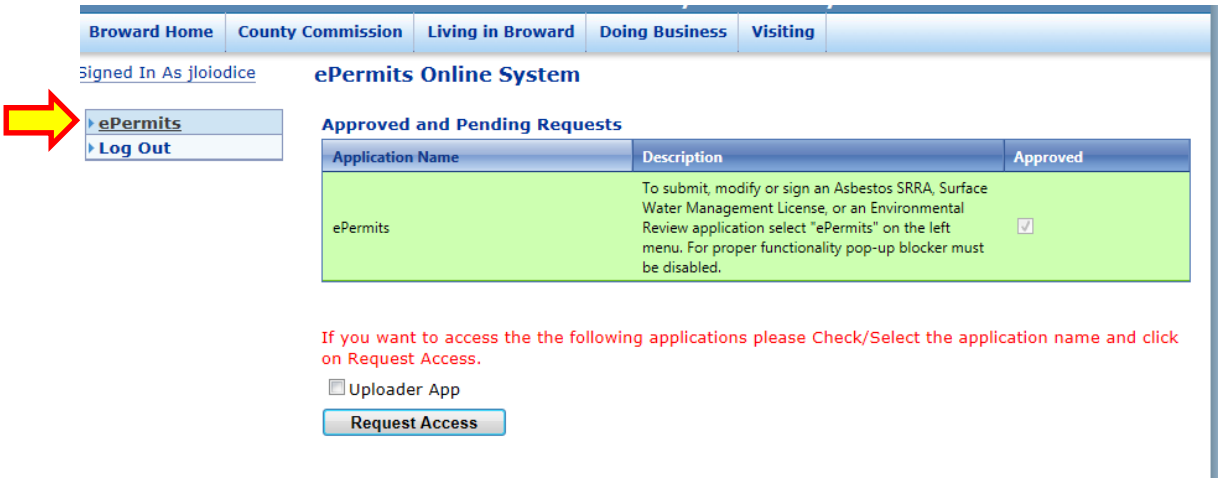
Google Chrome: **Settings** ≡ **→ Show advanced settings → Privacy → Contents settings → Pop-ups → Allow all sites to show pop-ups OR Manage exceptions** (to allow pop ups from the current site)

Mozilla Firefox: **Tools → Options → Content → Uncheck "Block pop-up windows"**

Once you have created an account, you will have access to your main dashboard ("My Home Page"). Most of the actions you will want to take are located on the left side panel. You may create new applications, manage your existing projects/applications, and update your applications via these links.

- *To access the ePermits home page, first **sign in**.*

- *Next, click on **ePermits** on the left-hand panel.*



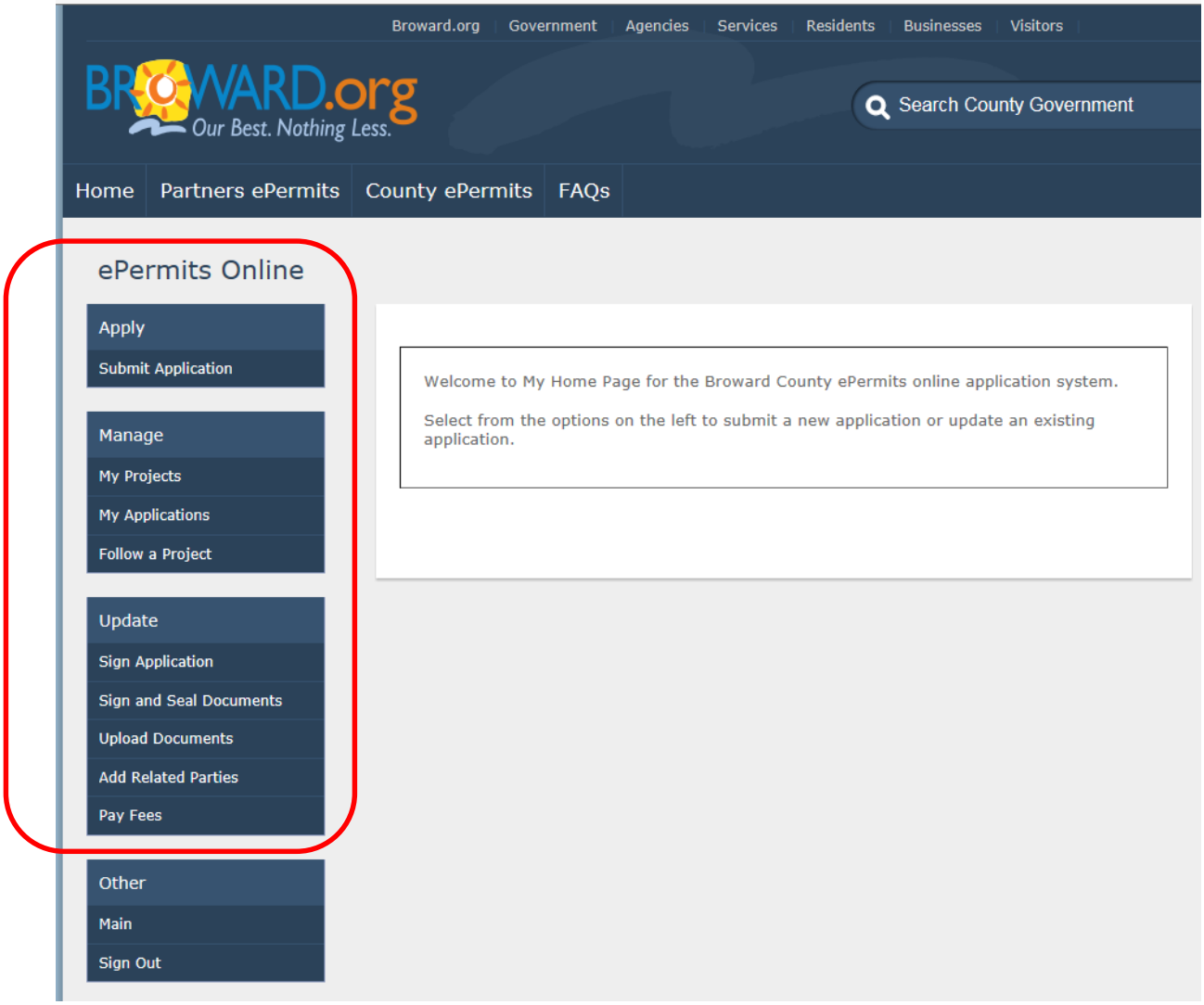
Once you reach the Broward County ePermits **My Home Page**, you are ready to begin your application.

ePermits Home Page

On the ePermits home page there are several actions you can take, depending on where you are at in the application process.

You can:

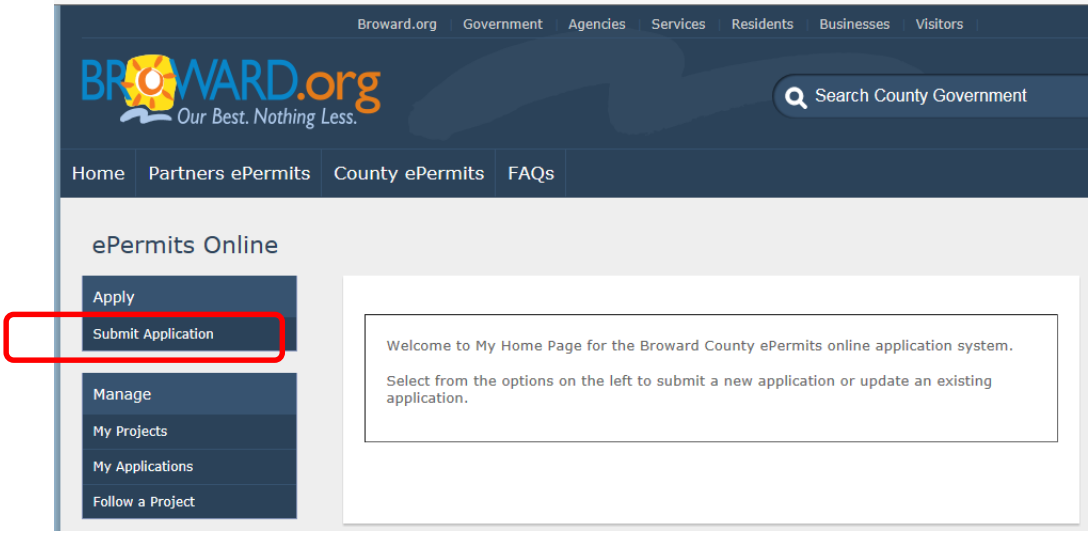
- ✓ **Apply** for a permit by creating a new application
- ✓ **Manage** your existing projects and applications or follow projects created by other users
- ✓ **Update** your application by uploading documents, paying fees, signing and sealing documents (which generates the electronic report), or signing your application



CREATING A NEW APPLICATION

So let's apply for a new permit.

- *To begin, select **Submit Application** on left side of screen.*

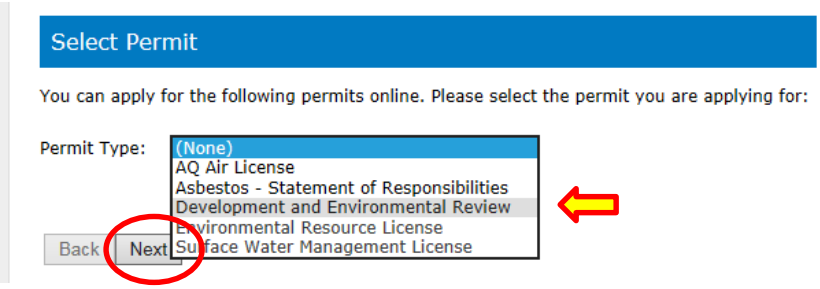


Select which Permit you are Applying For

You will be given a drop down list of permits that you can apply for using the system.

In this example, we will apply for a ***Development and Environmental Review (DER) Approval***. It is important to note that the detailed questions will differ based on the type of permit you are applying for, as specified in Chapter 27. (A brief list of projects that require a Development and Environmental Review Approval can also be found in the Environmental Review Approval Guide.)

- *Select the type of permit you are applying for from the Permit Type drop down box.*



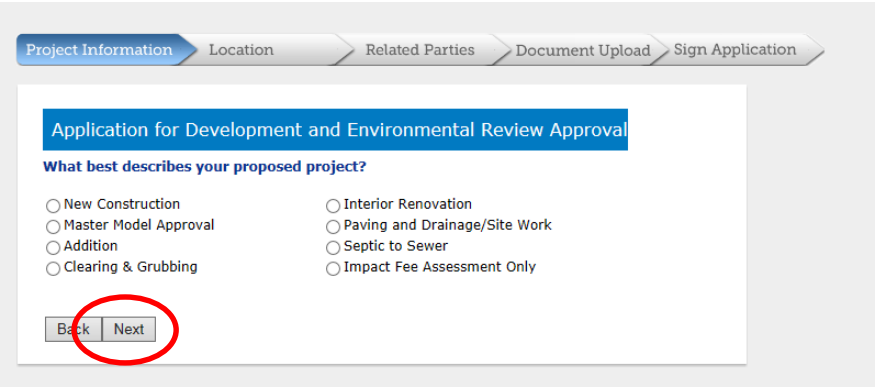
- *Click "**Next**" to proceed.*

NOTE: You must create a separate ePermits application for Asbestos (SRRA), but you may add it to the same Project by choosing the "Select from a list of Projects you have previously created" button when filling out the Project Information section of your SRRA application.

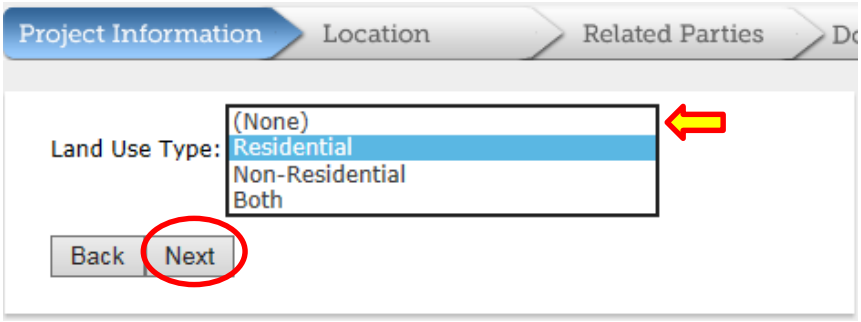
Project Information

The first step in the application process is to describe the type of project you will be working on.

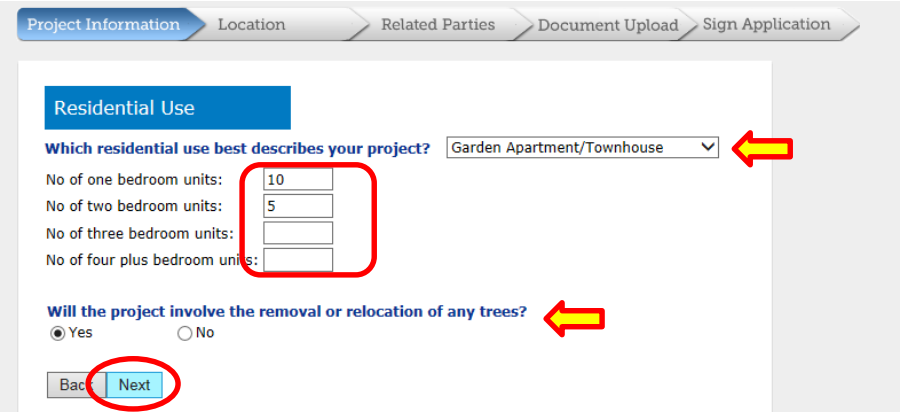
- *Select the type of project you need the permit for. Then click "**Next**."*



- *Now select whether your project will use the land for residential, non-residential, or mixed purposes. Then click "**Next**."*



You will now be asked more specific questions based on what you selected for land use type.

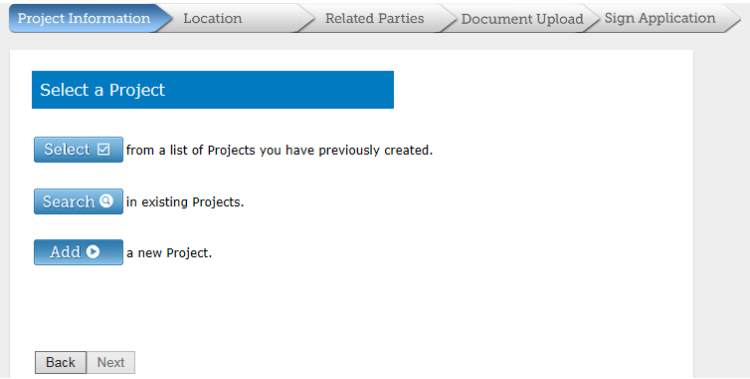


- *Enter the relevant data and then click "**Next**."*

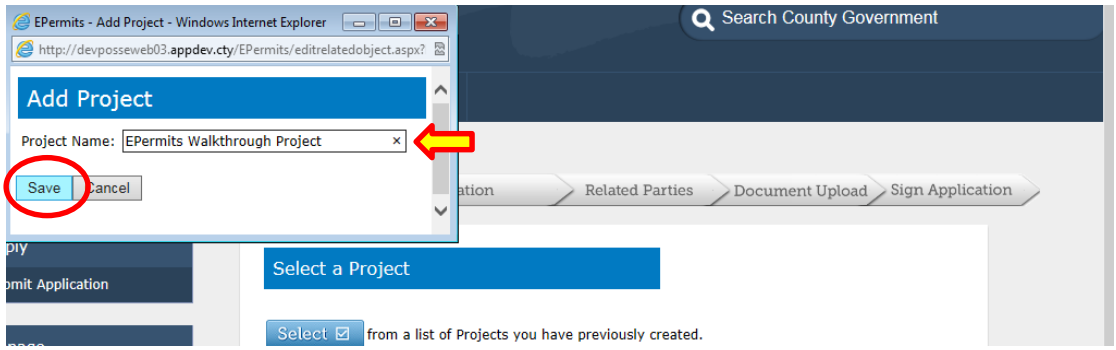
Now, you must enter the project name.

You may **Select** one of your own pre-existing projects, **Search** the system for existing projects entered by others, or A**dd** a new project.

- *If you would like to add an application to an existing project you made, click "**Select**." Then choose the project from a list. If you would like to use an existing project is by another user, click "**Search**."*
- *To create a new project, select "**Add**."*



If you are Adding a new project, a pop-up window will appear, and you will be asked to provide a Project Name. **REMINDER: If the window does not appear you may need to disable your pop-up blocker.**



- *Enter a **Project Name.***

This name will allow you to search for your applications later on, so it should be something you will remember and associate with the project. If this permit is for a larger development, you will find the project name on the plans. Individual homeowners may select a project name of their choice. (For example, it might include your last name and project type, such as *Lastname Residential Project.*)

- ***Save** the project name and click "**Next**" to proceed to the next section.*

Location

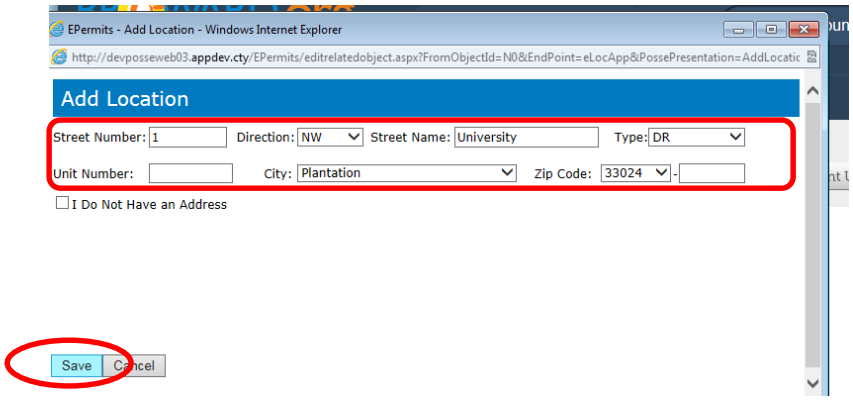
In this section, you must provide location details.

First, you must either **Select** an existing location or **Add** a new location.

- *If you are not using a location that is not already in the system, click "**Add**" to add location information. (If you are using a location already in the system, click "Select" and choose from the list.)*

A separate window will appear requesting more details.

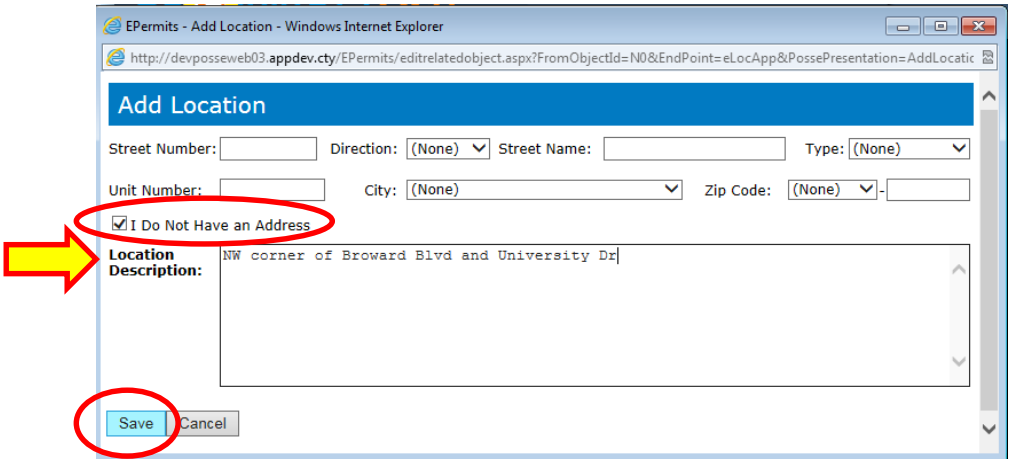
- *If your property has an address, fill in the address details in the boxes provided. Then click "**Save**."*



- *If your property has not yet been assigned an address, please check the "**I Do Not Have an Address**" box.*

A new text box will appear, and you may enter a description of the location.

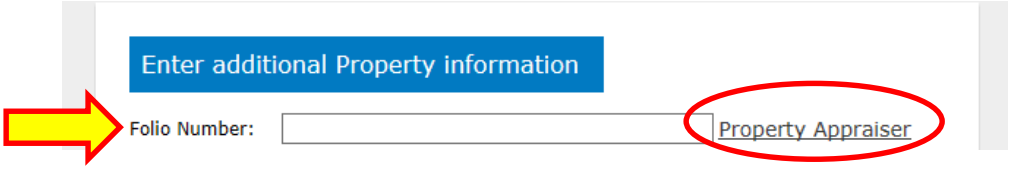
- ***Save** the location details.*



On the next page, you will be asked to enter the **Folio Numer**.

- *If you already know the **Folio Number**, enter it in the space provided.*

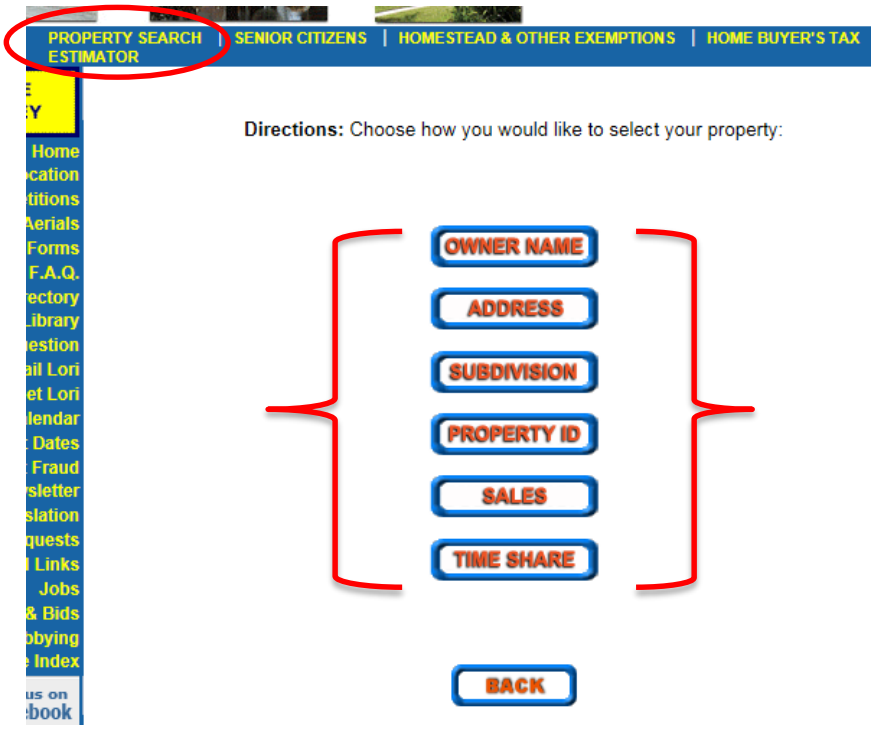
You may also **search** for the folio number by clicking on the Property Appraiser link.



You will be redirected to an external site in a pop-up window.

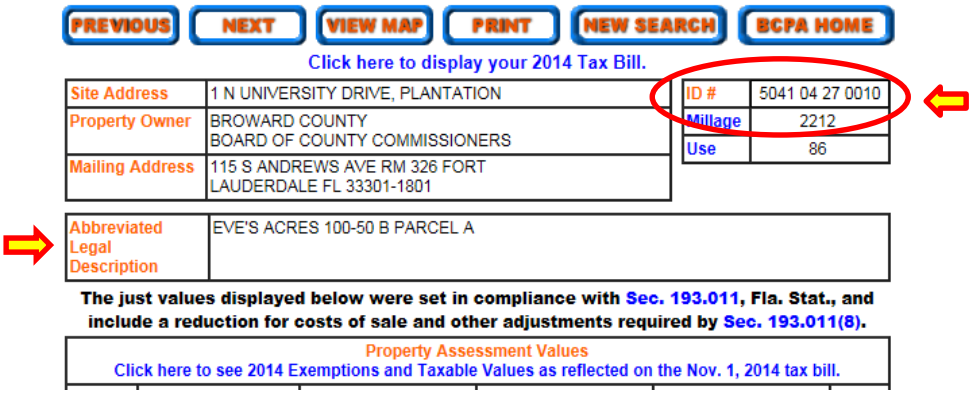
- *Click on Property Search.*

You may now search for the Folio number by: Owner, Address, Subdivision, Property ID, Sales, or Time Share.

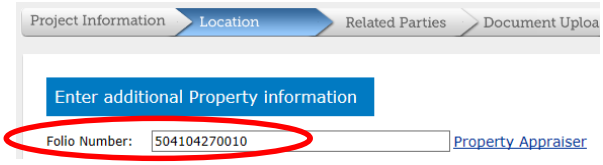


The **ID #** on the top right-hand side is the **Folio Number**.

- *Please make a note of the **ID number** and **Abbreviated Legal Description**.*

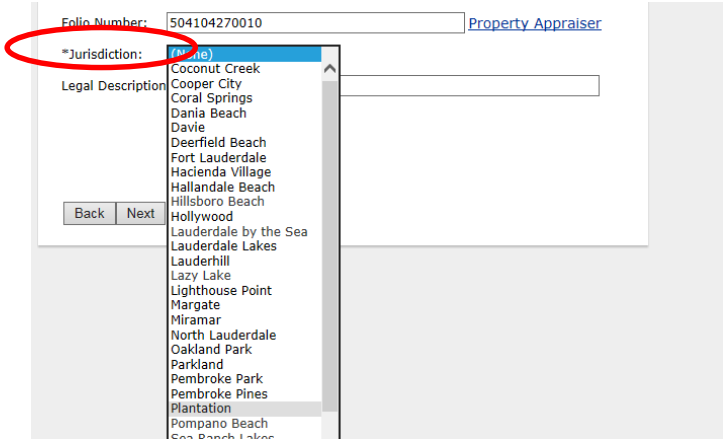


- *Go back to the EPermits screen and enter the **Folio Number**.*



IMPORTANT: The number must be entered WITHOUT spaces. (Example: 504104270010)

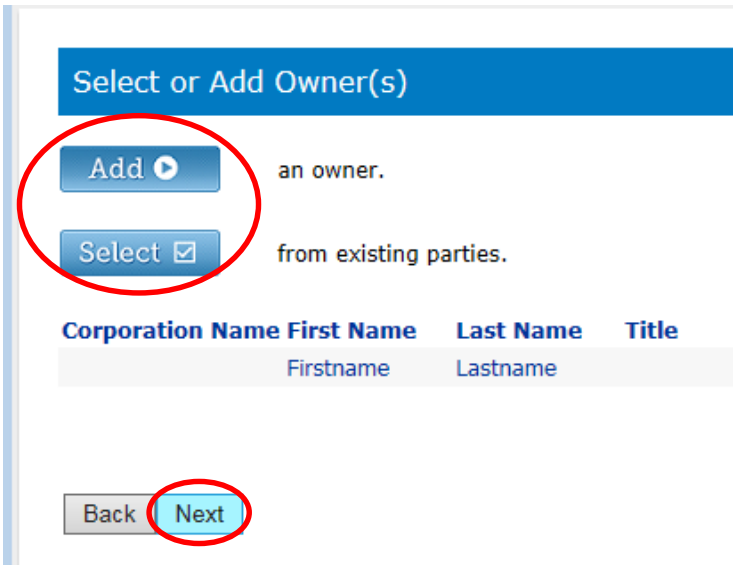
- *Next, select the **Jurisdiction** of the property.*



- *Now enter a **Legal Description**, also found on the Property Appraisal screen.*
- *Click "**Next**" to proceed to the Related Parties section.*

Related Parties

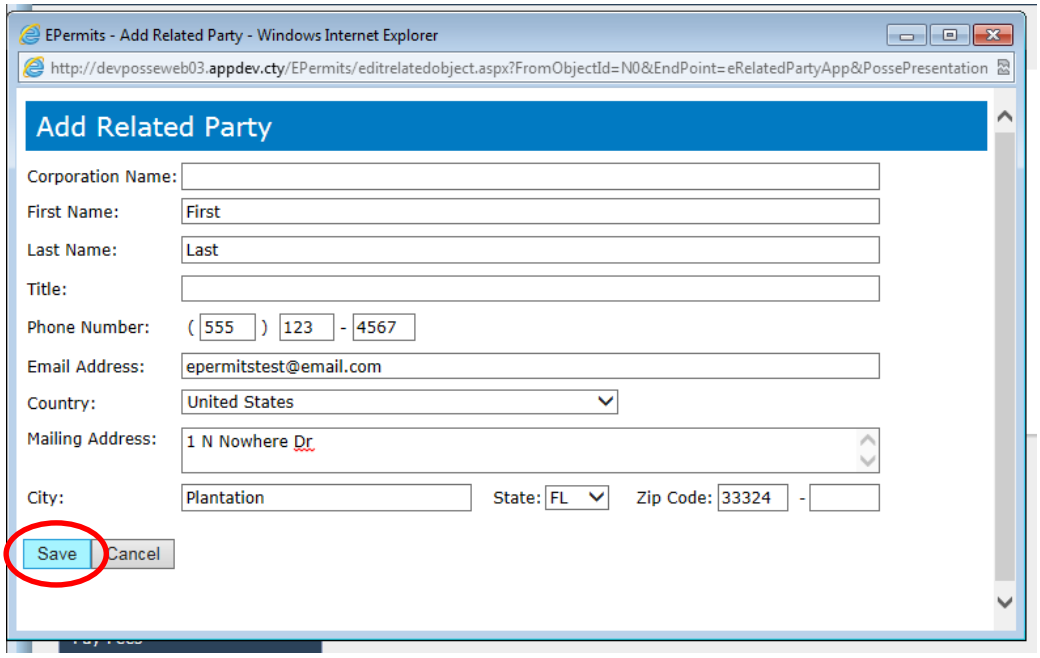
- *On the next page, you must **Select** or **Add** Owner(s).*



- *To add a new owner, select "**Add**."(To choose an existing owner, click "**Select**.")*

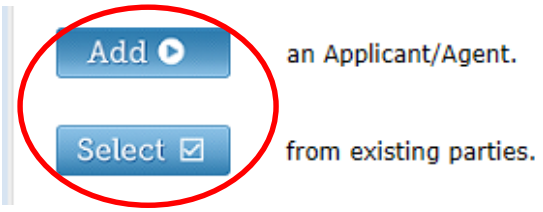
A pop-up window will appear.

- *Please enter the new owner details. When finished, click "**Save**."*



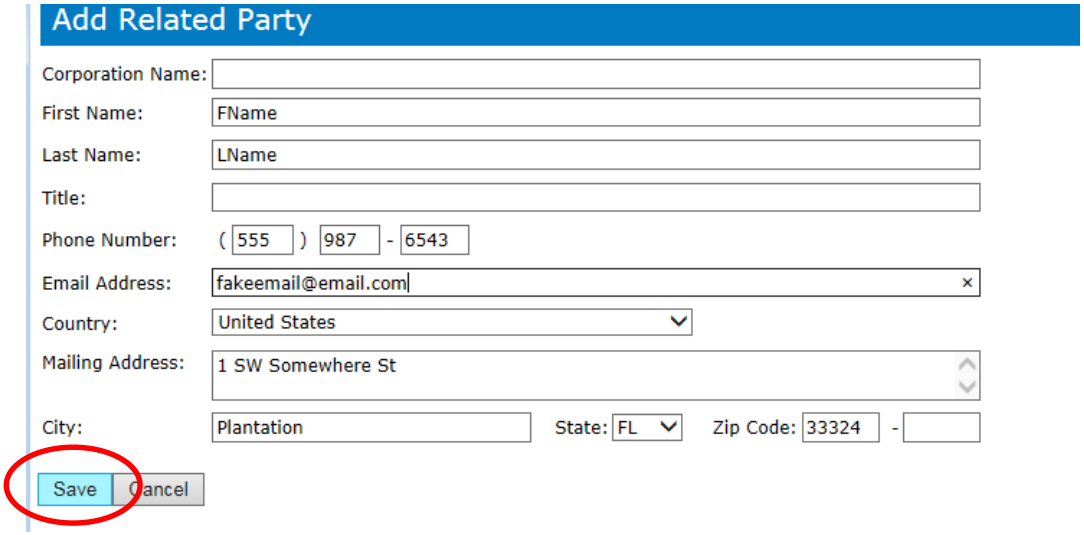
IMPORTANT: At this time, you will be unable to change the owner details once you have saved the owner profile, so make sure that all of the information is complete and correct. If you need to make changes, you must delete the related party entry and enter the entire profile again.

- *Click "**Next**."*
- ***Add** new applicants/agent or **Select** existing applicant/agents by clicking on the appropriate icon(s).*



A window will pop up for you to enter or select the related party details.

- *If you are adding a new related party, enter the information and click "**Save**."*



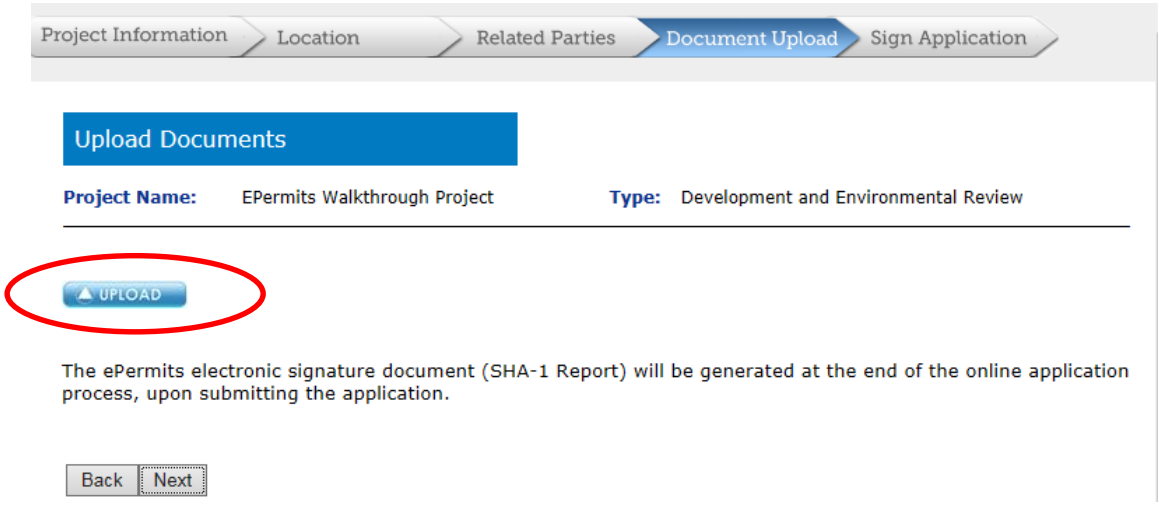
- *Click "**Next**" to proceed to the Document Upload section.*

Document Upload

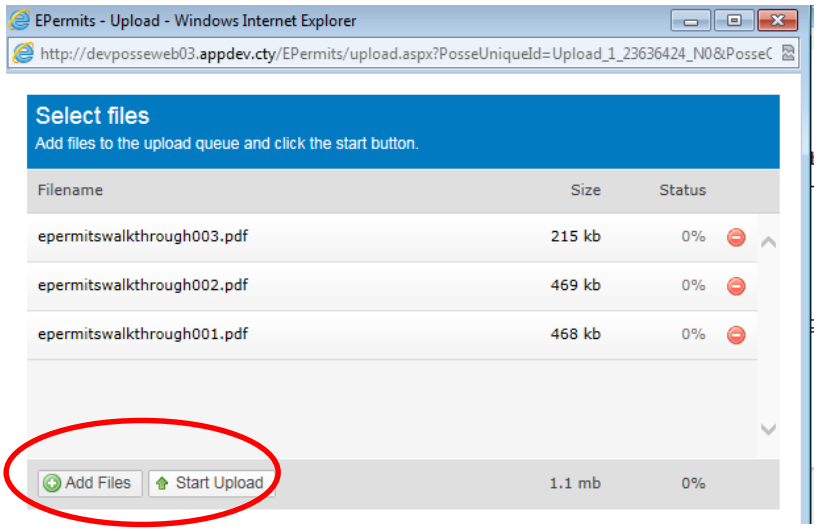
Next, you will upload any documents required for your permit. The required documents vary depending on the type of permit.

(Unregistered guests are unable to upload documents. Please proceed to the Electronically Signing the Application section on page 18.)

- *Click the blue* UPLOAD *("**Upload**") icon to upload documents.*



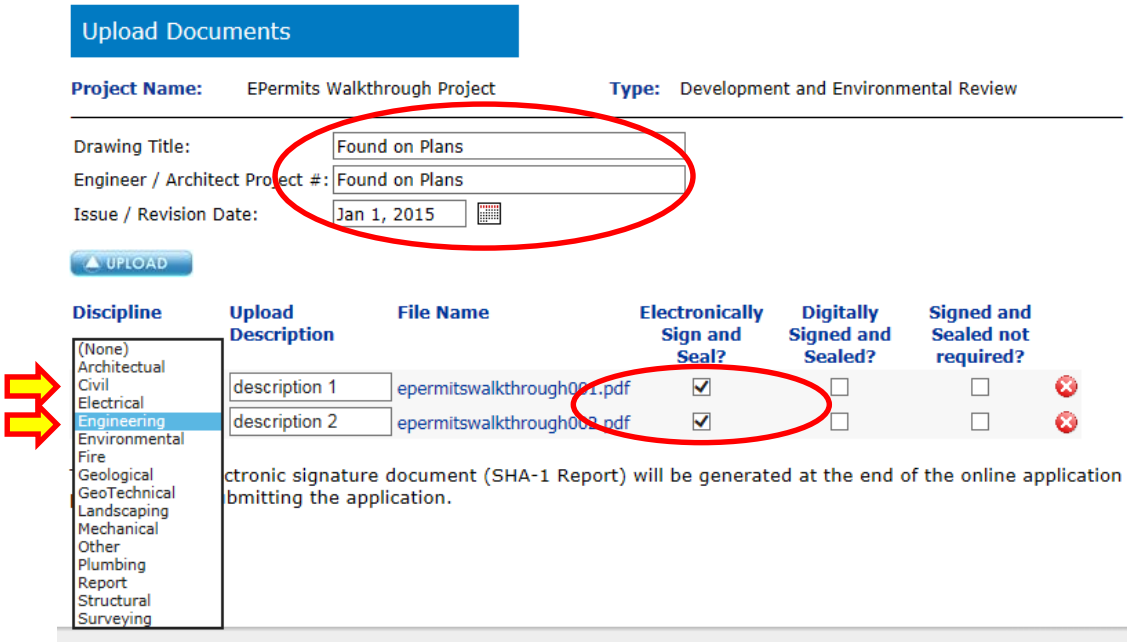
- *Click the* Add Files *("**Add Files**") icon to add files. Select the documents you would like to upload.*
- *Then, click on the* Start Upload *("**Start Upload**") icon to upload your selected documents.*



IMPORTANT: Only documents in PDF format are accepted at this time.

Once you have uploaded your documents, you will be required to provide some additional information.

- *Enter the Drawing Title, Engineer/Architect Project #, and Issue/Revision Date. These can be found on your plans.*
- *Next, provide the discipline and a brief description for each document you uploaded.*



You must also select whether to (1) Electronically Sign and Seal, (2) Digitally Sign and Seal, or (3) Not Sign and Seal each document.

- *Check the appropriate boxes to sign and seal your documents.*

How do I sign and seal my electronic documents?
Requirements for electronic signing and sealing of plans and documents are set forth by the regulations of the appropriate professional board of licensing. The ePermit system allows for documents to be signed and sealed by two methods.

a. Electronic Sign and Seal - The "electronic sign and seal" method utilizes the "e-sign" process that is built into the ePermit system. This method is free, but requires a one page signature document to be printed and manually signed and sealed by the registered professional(s). The signature document(s) must be submitted in original form to conform with the professional licensing regulations.

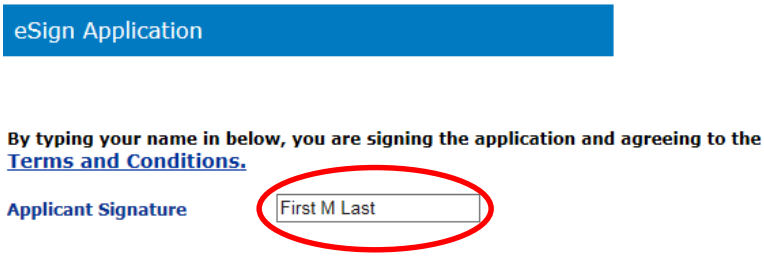
b. Digital Sign and Seal – The "digital sign and seal" method requires purchasing a subscription from a third party digital signature provider, such as Globalsign and Verisign. When we receive a document that has been signed and sealed digitally, we can instantly confirm the documents validity which allows for immediate processing. The advantage of "digital sign and seal" is it eliminates the need for a paper document to be produced and distributed, allowing for 100% paperless and streamlined processing.

(A list detailing which documents must be signed and sealed can be found in Article IV Section 27-176 of Chapter 27. Florida State statutes determine which format. Engineers and Architects may use electronic sign & seal.)

Electronically Signing the Application

On the next page, you will be asked to electronically sign your application.

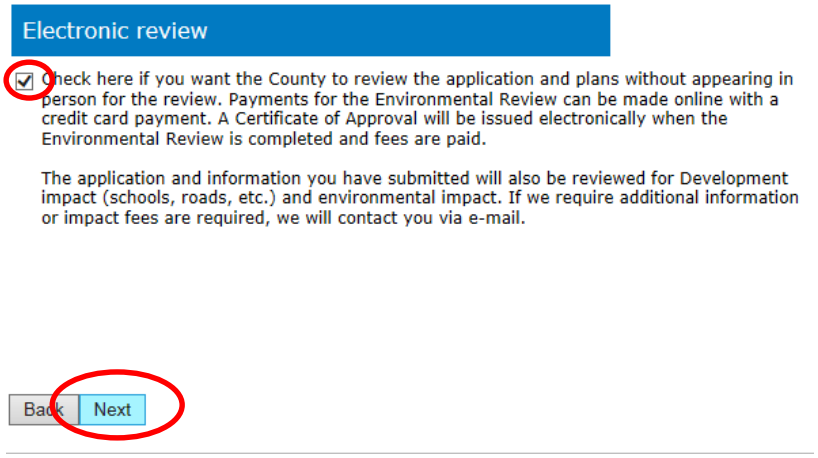
- *Type your name to sign the application.*



You have the option of having the County review your application electronically or in-person.

- *Check the box if you prefer electronic review.*

Important: If you leave the box unchecked, you must appear in person to have your application reviewed.

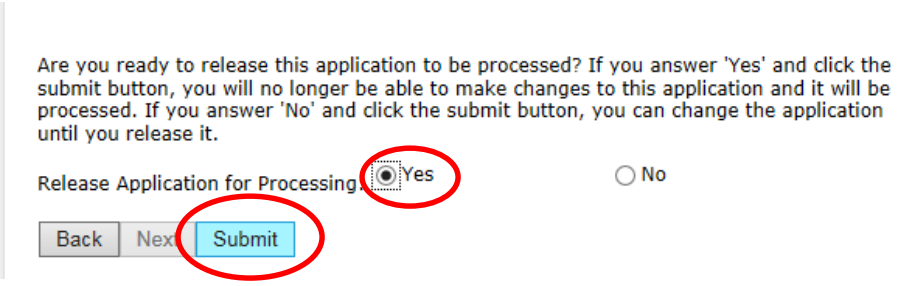


- *Click "**Next**" to proceed to the submission page.*

Submit Application

Once you have completed all five sections, you may choose to either submit your application for processing or save it to complete at a later time. Once the application is released, you will be unable to make further changes to the actual application. You will however, be able to upload additional documents and pay fees.

- *If you would like to submit, select **Yes**. Then click "**Submit**."*



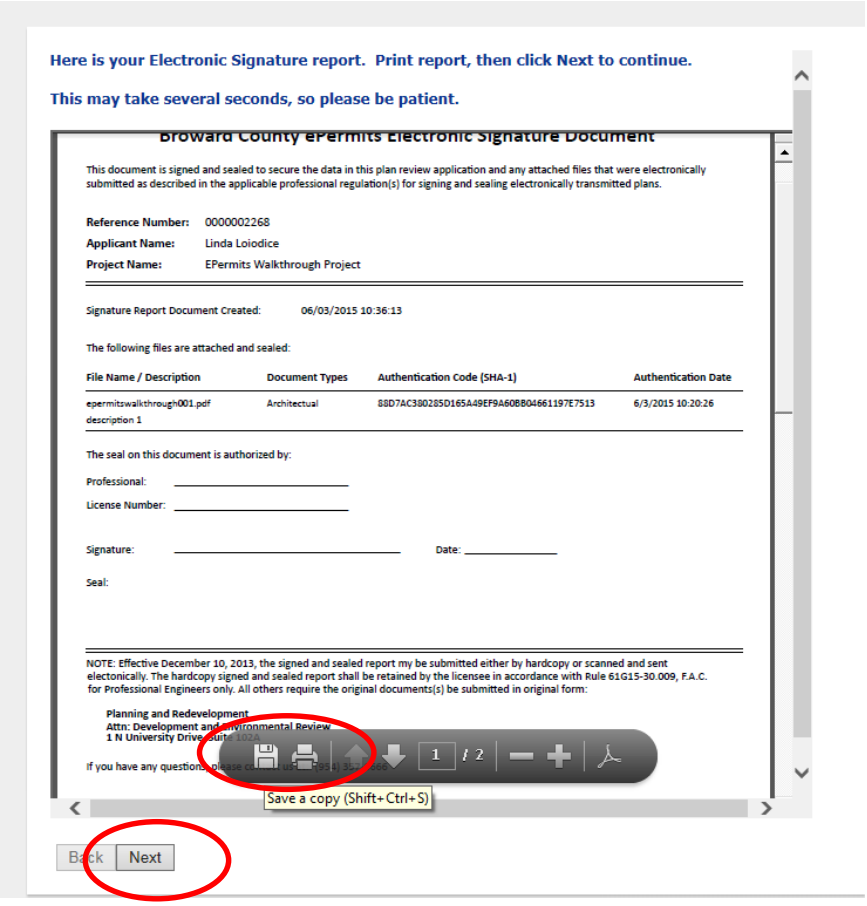
If you are not ready to submit your application, select **No**. Then click "**Submit**."

NOTE: **Unregistered guests** will not be able to submit without releasing their application for review.

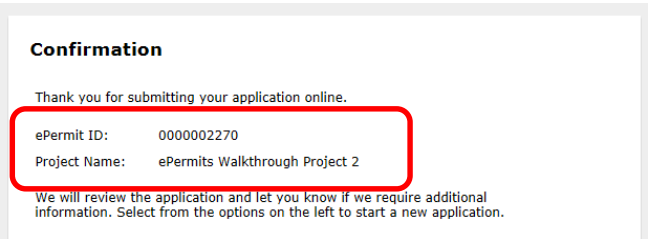
Regardless of your answer, you will receive a an **electronic signature report** and a confirmation with your application's **ePermit ID**.

(If chose not to release your application yet, you may still access your application later by logging in to your account and selecting My Applications on the left side panel. You can still upload documents after you have submitted your application.)

Once you submit and release your application, an ***Electronic Signature report*** will be produced for any electronically signed and sealed plans/documents you have uploaded. Please **save** or **print** a copy for your records. This document is to be signed, sealed, and delivered by the relevant professionals (either electronically or in person, as required).



- *Click "**Next**" to receive your final submission confirmation. This will include your **ePermit ID** and **Project Name**, which you can use to search for your application later on.*



ADDITIONAL RESOURCES

- Chapter 27 of Broward County's Code of Ordinances contains the majority of regulations and relevant definitions you might need throughout your project. https://www.municode.com/library/fl/broward_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH27POCO
- The Environmental Review Approval Guide offers a good introduction to the approval process for this permit type, including a list of projects that require development and environmental approval, as well as the various issues that are examined during the review. http://www.broward.org/Regulation/Environment/Documents/ReviewApprovalGd.pdf
- The property search (to find the legal description and folio number) on Broward County's property appraiser web site can be found here: http://www.bcpa.net/RecMenu.asp
- Florida Statutes on electronically or digitally signing and sealing documents:
    - Engineers
        - http://www.flsenate.gov/Laws/Statutes/2014/471.025
        - https://www.flrules.org/gateway/ruleno.asp?id=61G15-23.003
    - Architects
        - http://www.flsenate.gov/Laws/Statutes/2012/481.321
        - https://www.flrules.org/gateway/ruleno.asp?id=61G1-16.005