

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.

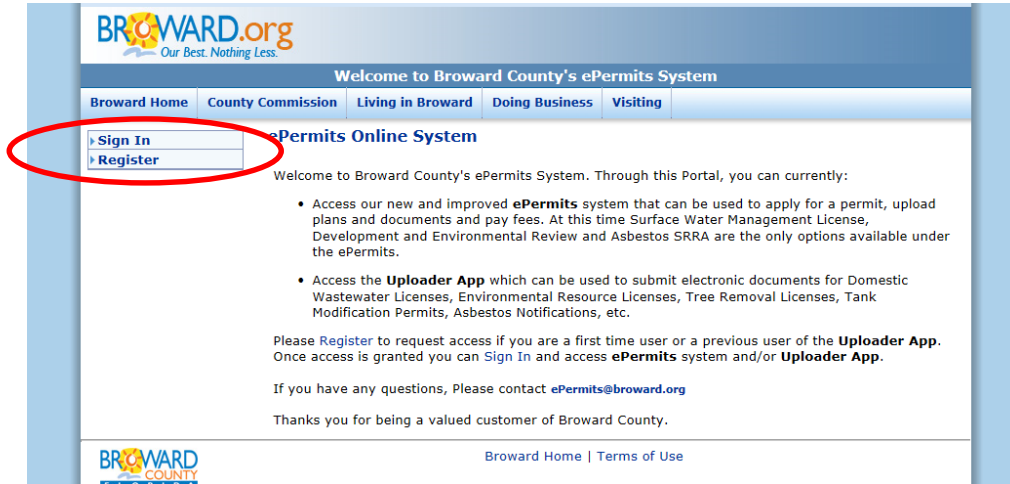
In the Development and Environmental Review Approval application, you will have the option of either saving your application without releasing it or immediately releasing it for review. If you have multiple development and environmental review applications, you might prefer to submit them all at the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

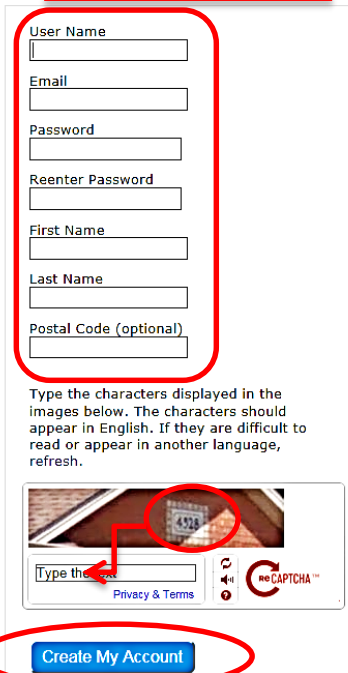
Creating an Account

Create a New Account

Complete the information below to create your account.

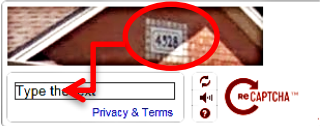
When you click *Create My Account*, you will receive an email with a link to confirm your registration. To ensure this email is not treated as spam and you receive the email, please add no-reply@broward.org to your email account contact list before you register.

Please note that passwords must be a minimum of 8 characters in length, contain at least one number, one uppercase letter, and one lowercase letter.



The registration form includes the following fields: User Name, Email, Password, Reenter Password, First Name, Last Name, and Postal Code (optional). A red box highlights the Password and Reenter Password fields. Below the form is a CAPTCHA image showing a house with the number 4324. A red circle highlights the number 4324 in the image, and a red arrow points to the CAPTCHA input field. Below the CAPTCHA is a blue button labeled "Create My Account", which is also circled in red.

Type the characters displayed in the images below. The characters should appear in English. If they are difficult to read or appear in another language, refresh.



- 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.”

Signed In As [jloiodice](#) **ePermits Online System**

[Log Out](#)

If you want to access the the following applications please Check/Select the application name and click on Request Access.

Uploader App

ePermits

[Request Access](#)

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

If you want to access the the following applications please Check/Select the application name and click on Request Access.

Uploader App

[Request Access](#)

Your request has been approved. [Sign In](#) again to continue.


Please make sure POP UP blocker is disabled.

- 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**



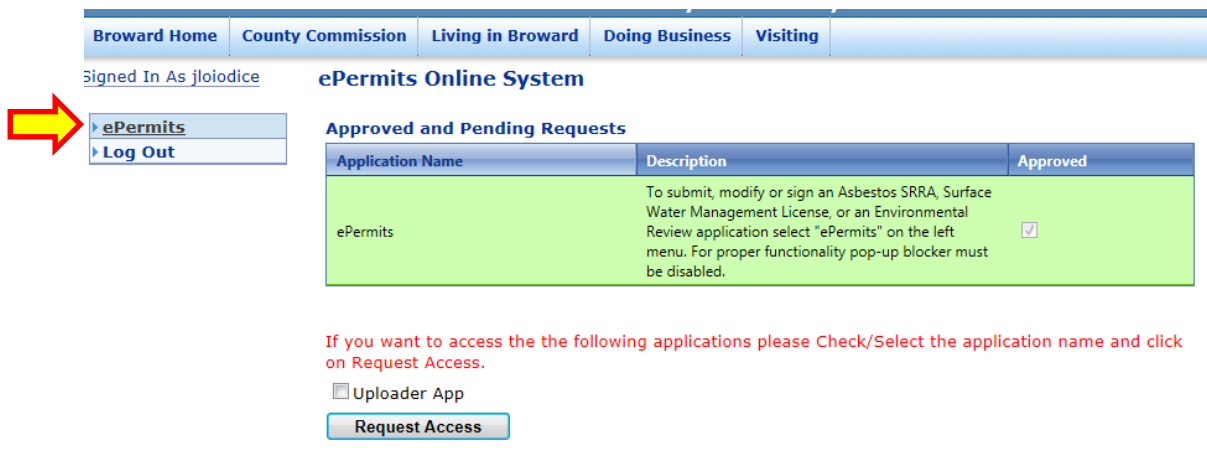
Google Chrome: **Settings**  → **Show advanced settings** → **Privacy** → **Contents settings** → **Pop-ups** → **Allow all sites to show pop-ups OR Manage exceptions** (to allow pop ups from the current site)



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.*



Signed In As jloiodice

ePermits Online System

➤ **ePermits**
➤ **Log Out**

Approved and Pending Requests

Application Name	Description	Approved
ePermits	To submit, modify or sign an Asbestos SRRA, Surface Water Management License, or an Environmental Review application select "ePermits" on the left menu. For proper functionality pop-up blocker must be disabled.	<input checked="" type="checkbox"/>

If you want to access the the following applications please Check/Select the application name and click on Request Access.

Uploader App

Request Access

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

Broward.org | Government | Agencies | Services | Residents | Businesses | Visitors

BROWARD.org
Our Best. Nothing Less.

Search County Government

Home | Partners ePermits | County ePermits | FAQs

ePermits Online

- Apply
Submit Application
- Manage
My Projects
My Applications
Follow a Project
- Update
Sign Application
Sign and Seal Documents
Upload Documents
Add Related Parties
Pay Fees
- Other
Main
Sign Out

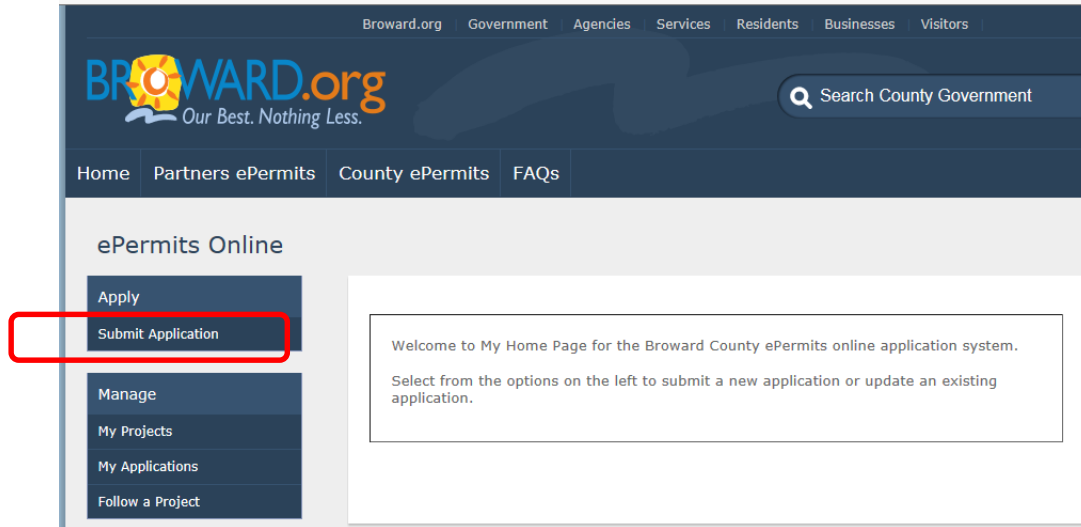
Welcome to My Home Page for the Broward County ePermits online application system.

Select from the options on the left to submit a new application or update an existing application.

CREATING A NEW APPLICATION

So let's apply for a new permit.

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

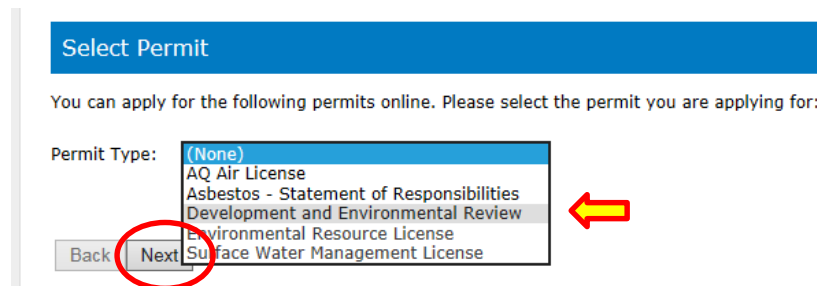


Select which Permit you are Applying For

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.”*

Project Information > Location > Related Parties > Document Upload > Sign Application

Application for Development and Environmental Review Approval

What best describes your proposed project?

New Construction Interior Renovation
 Master Model Approval Paving and Drainage/Site Work
 Addition Septic to Sewer
 Clearing & Grubbing Impact Fee Assessment Only

Back Next

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

Project Information > Location > Related Parties > Document Upload

Land Use Type: (None) Residential Non-Residential Both

Back Next

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

Project Information > Location > Related Parties > Document Upload > Sign Application

Residential Use

Which residential use best describes your project? Garden Apartment/Townhouse

No of one bedroom units: 10
No of two bedroom units: 5
No of three bedroom units:
No of four plus bedroom units:
Will the project involve the removal or relocation of any trees?
 Yes No

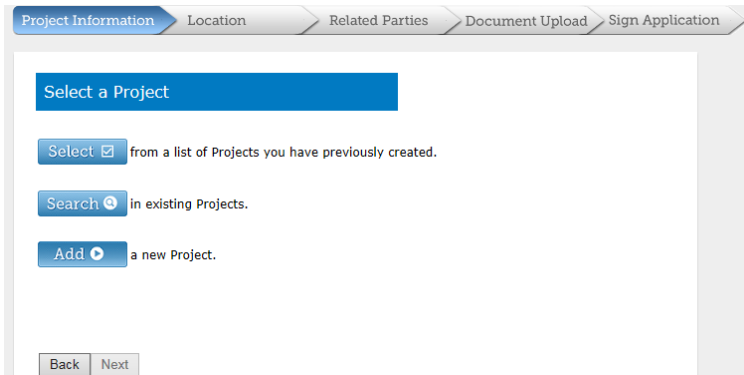
Back Next

- *Enter the relevant data and then click “Next.”*

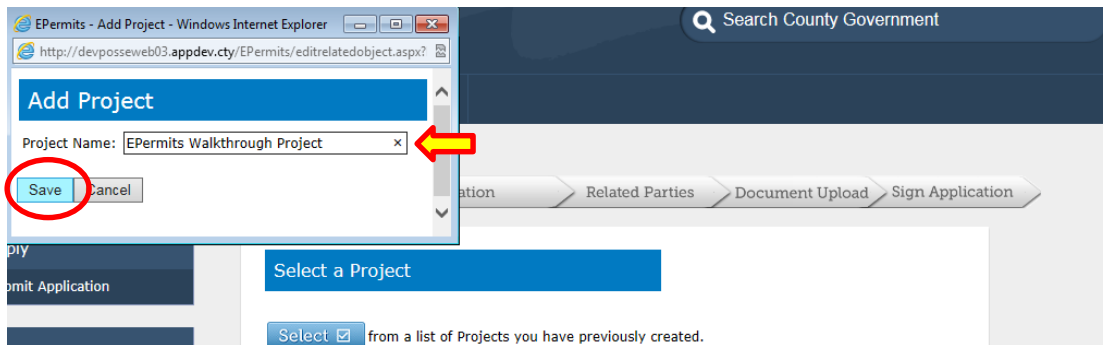
Now, you must enter the project name.

You may **Select** one of your own pre-existing projects, **Search** the system for existing projects entered by others, or **Add** 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.”*

EPermits - Add Location - Windows Internet Explorer
http://devposseweb03.appdev.cty/EPermits/editrelatedobject.aspx?FromObjectId=N0&EndPoint=eLocApp&PossePresentation=AddLocatic

Add Location

Street Number: 1 Direction: NW Street Name: University Type: DR
Unit Number: City: Plantation Zip Code: 33024
 I Do Not Have an Address

Save Cancel

- *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.*

EPermits - Add Location - Windows Internet Explorer
http://devposseweb03.appdev.cty/EPermits/editrelatedobject.aspx?FromObjectId=N0&EndPoint=eLocApp&PossePresentation=AddLocatic

Add Location

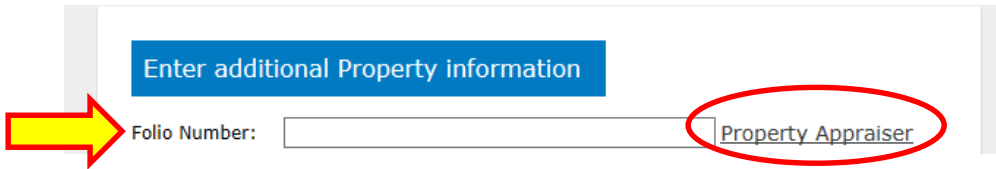
Street Number: Direction: (None) Street Name: Type: (None)
Unit Number: City: (None) Zip Code: (None)
 I Do Not Have an Address
Location Description: NW corner of Broward Blvd and University Dr

Save Cancel

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.



Enter additional Property information

Folio Number: [Property Appraiser](#)

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.



PROPERTY SEARCH ESTIMATOR | SENIOR CITIZENS | HOMESTEAD & OTHER EXEMPTIONS | HOME BUYER'S TAX

Directions: Choose how you would like to select your property:

- OWNER NAME
- ADDRESS
- SUBDIVISION
- PROPERTY ID
- SALES
- TIME SHARE

BACK

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

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

PREVIOUS NEXT VIEW MAP PRINT NEW SEARCH BCPA HOME

[Click here to display your 2014 Tax Bill.](#)

Site Address	1 N UNIVERSITY DRIVE, PLANTATION	ID #	5041 04 27 0010
Property Owner	BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS	Millage	2212
Mailing Address	115 S ANDREWS AVE RM 326 FORT LAUDERDALE FL 33301-1801	Use	86
Abbreviated Legal Description	EVE'S ACRES 100-50 B PARCEL A		

The just values displayed below were set in compliance with **Sec. 193.011, Fla. Stat.,** and include a reduction for costs of sale and other adjustments required by **Sec. 193.011(8).**

Property Assessment Values
[Click here to see 2014 Exemptions and Taxable Values as reflected on the Nov. 1, 2014 tax bill.](#)

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

Project Information Location Related Parties Document Upload

Enter additional Property information

Folio Number: 504104270010 Property Appraiser

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

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

Folio Number: 504104270010 Property Appraiser

*Jurisdiction: (None)

Legal Description: _____

- Coconut Creek
- Cooper City
- Coral Springs
- Dania Beach
- Davie
- Deerfield Beach
- Fort Lauderdale
- Hacienda Village
- Hallandale Beach
- Hillsboro Beach
- Hollywood
- Lauderdale by the Sea
- Lauderdale Lakes
- Lauderhill
- Lazy Lake
- Lighthouse Point
- Margate
- Miramar
- North Lauderdale
- Oakland Park
- Parkland
- Pembroke Park
- Pembroke Pines
- Plantation
- Pompano Beach
- San Branch Lakes

Back Next

- 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).

Select or Add Owner(s)

Add an owner.

Select from existing parties.

Corporation Name	First Name	Last Name	Title
	Firstname	Lastname	

Back **Next**

- 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.”**

EPermits - Add Related Party - Windows Internet Explorer

http://devposseweb03.appdev.cty/EPermits/editrelatedobject.aspx?FromObjectId=N0&EndPoint=eRelatedPartyApp&PossePresentation

Add Related Party

Corporation Name:

First Name:

Last Name:

Title:

Phone Number: () -

Email Address:

Country:

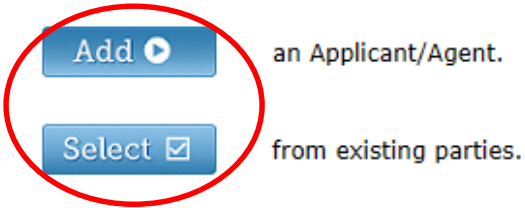
Mailing Address:

City: State: Zip Code: -

Save **Cancel**

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.”**

Add Related Party


Corporation Name:


First Name:


Last Name:


Title:


Phone Number: () -

Email Address: 

Country: 

Mailing Address: 

City: State:  Zip Code: -

Save 

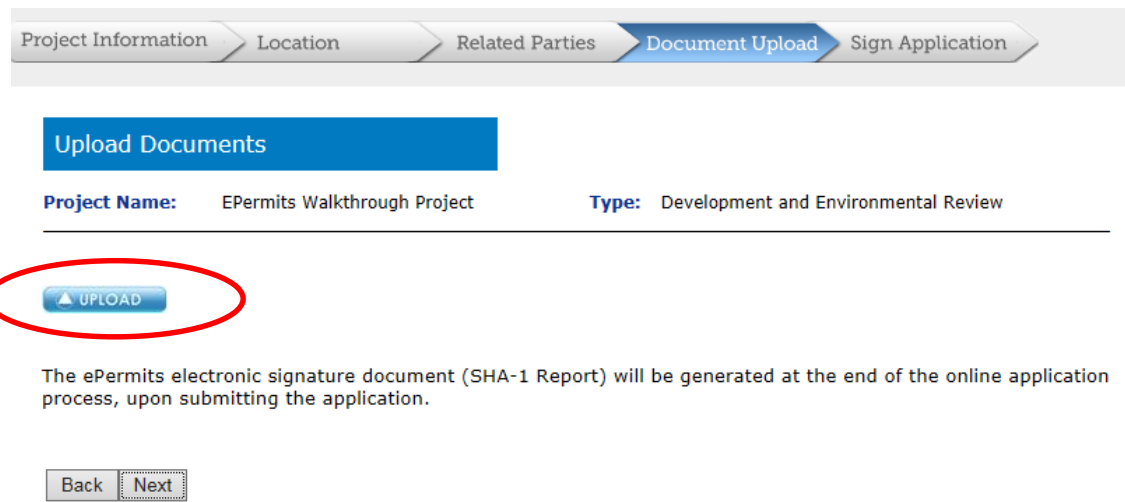
- Click **“Next”** to proceed to the Document Upload section.

Document Upload



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

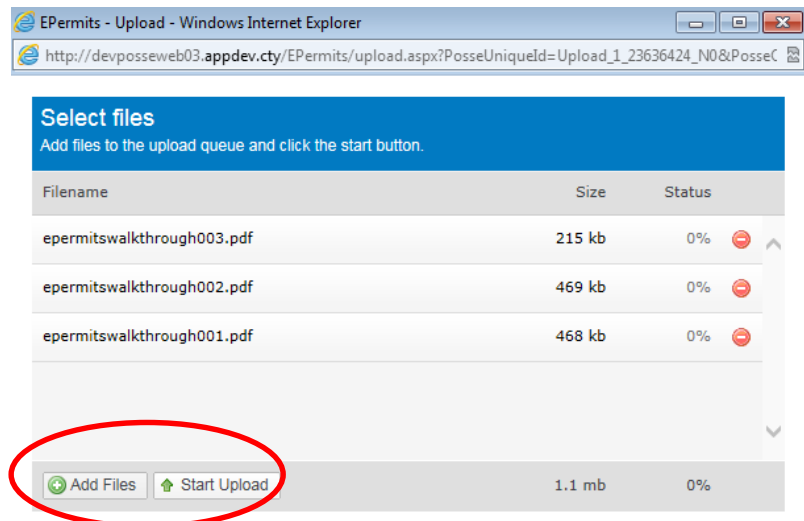
(Unregistered guests are unable to upload documents. Please proceed to the [Electronically Signing the Application](#) section on page 18.)

- Click the blue  (“**Upload**”) icon to upload documents.



The screenshot shows a navigation bar with five steps: Project Information, Location, Related Parties, Document Upload (highlighted), and Sign Application. Below the navigation bar is a blue header for 'Upload Documents'. Underneath, it displays 'Project Name: EPermits Walkthrough Project' and 'Type: Development and Environmental Review'. A blue 'UPLOAD' button with an upward arrow icon is circled in red. Below the button, there is a note: 'The ePermits electronic signature document (SHA-1 Report) will be generated at the end of the online application process, upon submitting the application.' At the bottom of the form are 'Back' and 'Next' buttons.

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



The screenshot shows a web browser window titled 'EPermits - Upload - Windows Internet Explorer'. The address bar shows the URL: 'http://devposseweb03.appdev.cty/EPermits/upload.aspx?PosseUniqueId=Upload_1_23636424_NO&PosseC...'. The main content area is titled 'Select files' and contains the instruction: 'Add files to the upload queue and click the start button.' Below this is a table with three columns: 'Filename', 'Size', and 'Status'. The table lists three files: 'epermitswalkthrough003.pdf' (215 kb, 0%), 'epermitswalkthrough002.pdf' (469 kb, 0%), and 'epermitswalkthrough001.pdf' (468 kb, 0%). At the bottom of the table, there are two buttons: 'Add Files' and 'Start Upload', both circled in red. The 'Add Files' button has a green plus icon, and the 'Start Upload' button has a green upward arrow icon.

Filename	Size	Status
epermitswalkthrough003.pdf	215 kb	0%
epermitswalkthrough002.pdf	469 kb	0%
epermitswalkthrough001.pdf	468 kb	0%

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.

Upload Documents

Project Name: EPermits Walkthrough Project **Type:** Development and Environmental Review

Drawing Title:

Engineer / Architect Project #:

Issue / Revision Date:

Discipline	Upload Description	File Name	Electronically Sign and Seal?	Digitally Signed and Sealed?	Signed and Sealed not required?
(None)					
Architectural					
Civil	description 1	epermitswalkthrough001.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical					
Engineering	description 2	epermitswalkthrough002.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental					
Fire					
Geological					
GeoTechnical					
Landscaping					
Mechanical					
Other					
Plumbing					
Report					
Structural					
Surveying					

Electronic signature document (SHA-1 Report) will be generated at the end of the online application submitting the application.

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.*

eSign Application

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

Applicant Signature

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.

Electronic review

Check here if you want the County to review the application and plans without appearing in person for the review. Payments for the Environmental Review can be made online with a credit card payment. A Certificate of Approval will be issued electronically when the Environmental Review is completed and fees are paid.

The application and information you have submitted will also be reviewed for Development impact (schools, roads, etc.) and environmental impact. If we require additional information or impact fees are required, we will contact you via e-mail.

- *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**.”*

Are you ready to release this application to be processed? If you answer 'Yes' and click the submit button, you will no longer be able to make changes to this application and it will be processed. If you answer 'No' and click the submit button, you can change the application until you release it.

Release Application for Processing. Yes No

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).

Here is your Electronic Signature report. Print report, then click Next to continue.

This may take several seconds, so please be patient.

Broward County ePermits Electronic Signature Document

This document is signed and sealed to secure the data in this plan review application and any attached files that were electronically submitted as described in the applicable professional regulation(s) for signing and sealing electronically transmitted plans.

Reference Number: 000002268
Applicant Name: Linda Loiodice
Project Name: EPermits Walkthrough Project

Signature Report Document Created: 06/03/2015 10:36:13

The following files are attached and sealed:

File Name / Description	Document Types	Authentication Code (SHA-1)	Authentication Date
epermitswalkthrough001.pdf description 1	Architectural	88D7AC3902850165A49E9A608B04661197E7513	6/3/2015 10:20:26

The seal on this document is authorized by:

Professional: _____
License Number: _____

Signature: _____ Date: _____

Seal: _____

NOTE: Effective December 10, 2013, the signed and sealed report may be submitted either by hardcopy or scanned and sent electronically. The hardcopy signed and sealed report shall be retained by the licensee in accordance with Rule 61G15-30.009, F.A.C. for Professional Engineers only. All others require the original documents(s) be submitted in original form.

Planning and Redevelopment
Attn: Development and Environmental Review
1 N University Drive, Suite 200
Fort Lauderdale, FL 33304

if you have any questions, please contact us at 954.371.2222

Save a copy (Shift+Ctrl+S)

Back Next

- 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.

Confirmation

Thank you for submitting your application online.

ePermit ID: 000002270
Project Name: ePermits Walkthrough Project 2

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.

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/Planning/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>