ePermits One Stop

ePermits FAQs

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ePermits FAQ's

Broward County ePermits represents a collaborative effort between building development and construction organizations, municipalities and the County. Our goal is to facilitate streamlined and efficient permitting and licensing processes to foster vibrant economic development for all who call Broward County home.

The ePermits OneStop allows City customers to submit applications and receive approval for associated Broward County permits and licenses online, accelerating reviews and saving the customer time & money by reducing travel & printing costs.

Where do I start my ePermitting process?

A good place to start is the Broward County's ePermit's Help Guide found under Information Guides. This guide includes steps to create an ePermit account, how to manage an application, follow a project, sign an application, upload documents, and pay fees. Then, for information on a specific type of permit/application, go to the Search ePermits A-Z and find the permit/application you are applying for. This resource gives key information for applying for a specific permit/application, including application links, instructions, permit requirements, contact information, permit process information, and tips to avoid delays.

What help resources are available for the Broward ePermitting process?

The Search ePermits A-Z has a listing of all online permits and each card gives key information for applying for a specific permit/application, including application links, instructions, permit requirements, contact information, permit process information, and tips to avoid delays.

The Broward County's ePermit's Help Guide found under Information Guides gives step by step instructions for creating an ePermit account, managing an application, following a project, signing an application, uploading documents, and paying fees. If these resources

don't answer your questions, contact information can also be found by clicking the Contact Us link.

Is there a way to check on the progress/status of my project?

Yes, log-into your account and under Manage click on “My Applications Status”. 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. Here you can see the type of ePermit submitted, ePermit number, application number (if applicable), created date, project name and application status.

How can I pay online?

Log-in to your account and under Update Application click “Pay Fees". You can pay fees either by credit card or by eCheck. Choose your preferred method, click “Pay Now", and complete the required fields. You will receive an email confirmation of your payment. Please Note: only click on “Send Payment" once to avoid double payment. If there is an application process that you cannot pay for online, reach out to the specific application agency for further instructions. For example, you are unable to pay department fees as only the application review fees can be paid via ePermits, in this case, reach out to the specific department to process the fees separately.

Will electronic processing inhibit effective and timely communications?

Our goal is to increase customer service. We are available to assist you by phone, in-person by QLess appointment, or email at any time during normal business hours. Our normal business hours for the front counter area are 8:00 am to 3:30 pm and for Development and Environmental Review 8:00 am to 4:30 pm Monday through Friday, excluding holidays.

When I click an application in the My Projects list, there is no project information. What happened? Can I delete it?

Your application was never submitted. To verify application submittal, check for a confirmation email with your ePermit identification information.

You cannot delete it, as it is a public record. You can submit another application, ensuring that it goes through.

I uploaded a document to my application, but it appears to not have uploaded. How do I know it has been submitted?

When you upload the document, make sure to press "Submit" at the bottom of the screen to save your changes. If you fail to press the "Submit" button, the document(s) will not be added to your application. You will receive an email confirming upload.

My plans are in paper form. How do I process them electronically?

The majority of construction plans are created digitally using programs like AutoCad and are then printed. Our ePermit system eliminates the need to print plans by allowing them to be converted to PDF format and submitted electronically without ever being printed to paper. The best way to process your plans electronically is to obtain them in electronic format (PDFs) directly from the source that created them. Alternatively, you may have your plans scanned and converted to PDFs.

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. For Development & Environmental Review only, signed and sealed construction plans are no longer required in most cases (**some exceptions do apply). The County reserves the right to request signed and sealed documents at the staff's discretion. For those circumstances, please see the signed and sealed methods listed below.

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, currently Broward County DER only accepts 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.

c. State of Florida Seal and Signature – Image of the State of Florida Seal and signature in that combination on every page. If the seal has no color, applicants may have to shade the seal with a pencil to make the image more prominent.

How can I apply electronically if my job is too small for electronic submittal?

No job is too small for electronic submittal. If your job does not include plans it is very easy to process your electronic review from your home or office. If your job includes hand drawn plans or documents produced by a word processor, there are several available methods for digitizing them. These methods include scanning or creating a PDF through Microsoft Word. If your job only includes a few sheets of paper, we are more than happy to digitize the pages for you by scanning them. Please note that certain documents require a professional sign and seal (please see previous FAQ).

Will architects and contractors be able to search existing drawings and download them for renovations later?

If you follow a project, you will be able to view previously uploaded documents. For Development and Environmental Review, only the person who created the application would have access to the plans they uploaded.

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Is GIS integration available? Is it available for older projects already permitted?

GIS capability is available, however, there must be location attributes in the data to bring it into GIS. Older projects can only be seen by the original submitter.

How can I obtain more information?

For Asbestos email us at asbestoshelp@broward.org
For Development & Environmental Review email us at DERPlans@broward.org
For all other inquiries email us at ePermits@broward.org