

**ePermits One Stop**  
**ePermits FAQs**



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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.

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.

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



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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.

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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](mailto:asbestoshelp@broward.org)

For Development & Environmental Review email us at [DERPlans@broward.org](mailto:DERPlans@broward.org)

For all other inquiries email us at [ePermits@broward.org](mailto:ePermits@broward.org)