Broward County’s ePermit's Help Guide.

Table of Contents

How to create an ePermit account 2

Guide for how to Manage an Application 4

- **My Projects** 4
- **My Applications** 4
- **Follow a Project** 5

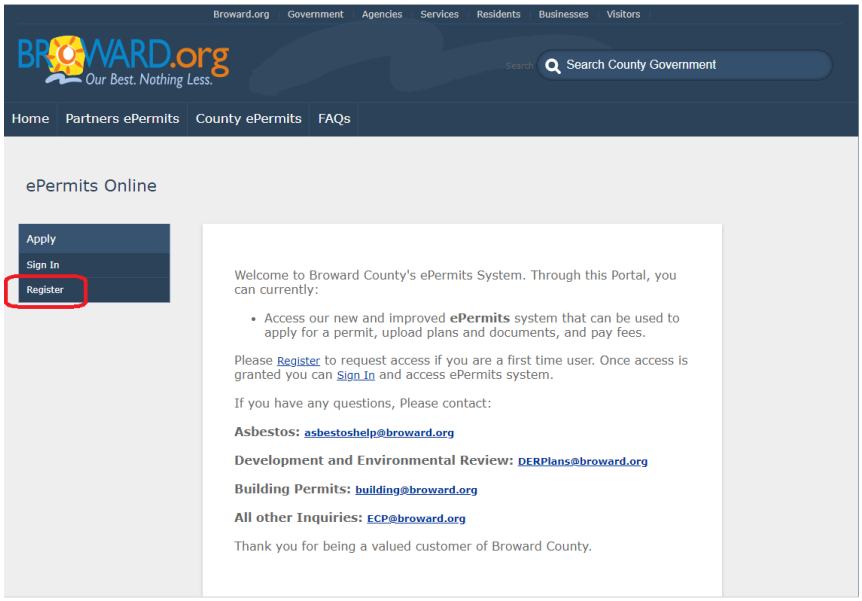
Guide for how to Update an Application 6

- **Sign Application** 6
- **Upload Documents** 7
- **Add Related Parties** 8
- **Pay Fees** 9,10

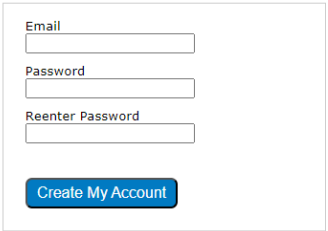
Broward County's ePermit's Help Guide.

How to create an ePermit account

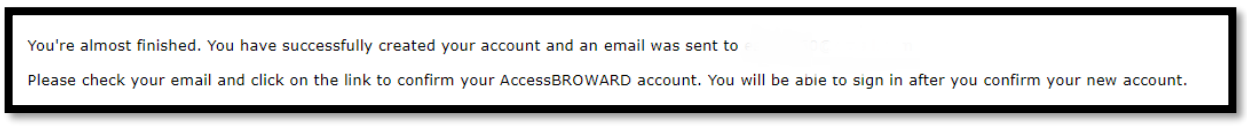
1. Go to https://dpepp.broward.org/EPermitsAPP/Default.aspx
2. Click **"Register"**



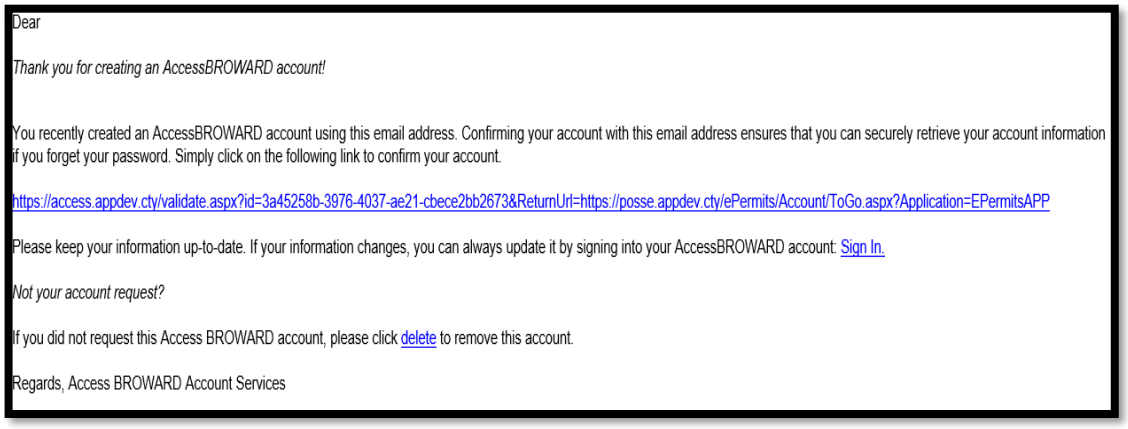
3. Fill in all pertinent information for a login. Click **"Create My Account"**
   Please choose a generic email address that you will have access to when creating the profile and avoid selecting an address for a specific individual as this may present future issues if that person is no longer with the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



4. You will see the following message after registering.



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



Dear

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.appdev.cty/validate.aspx?id=3a45258b-3976-4037-ae21-cbece2bb2673&ReturnUrl=https://posse.appdev.cty/ePermits/Account/ToGo.aspx?Application=EPermitsAPP

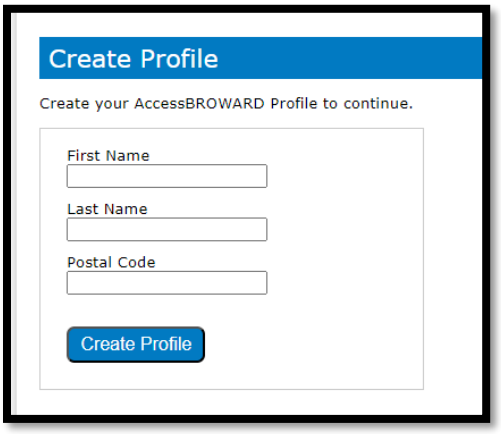
Please keep your information up-to-date. If your information changes, you can always update it by signing into your AccessBROWARD account: Sign In.

Not your account request?

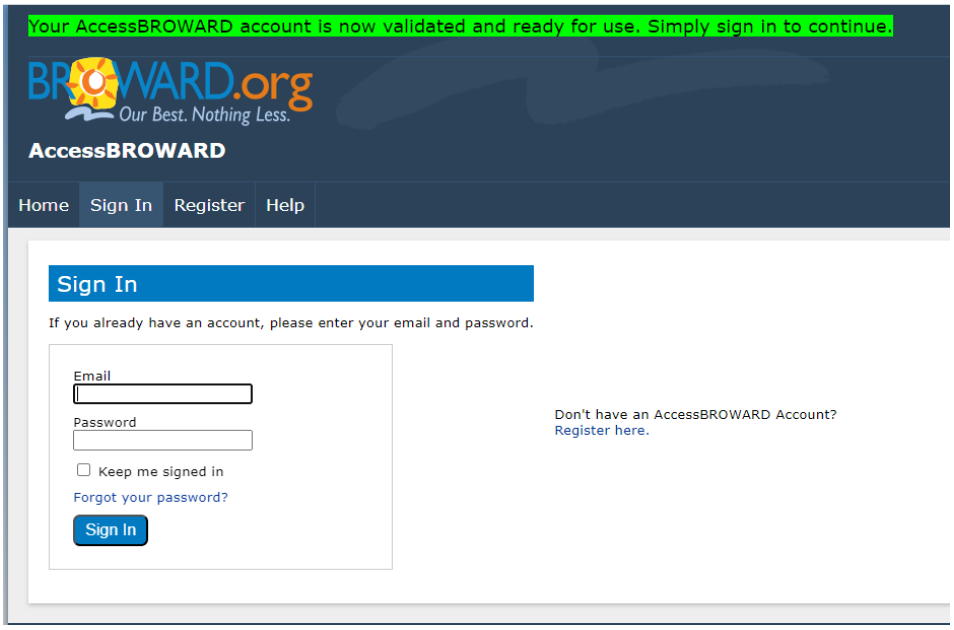
If you did not request this Access BROWARD account, please click delete to remove this account.

Regards, Access BROWARD Account Services

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

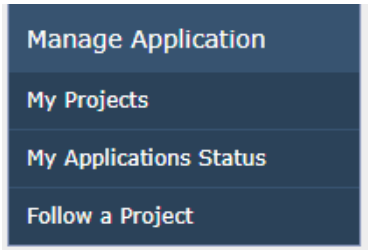


7. You will see the screen below with the message in green saying your account has been validated.



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.

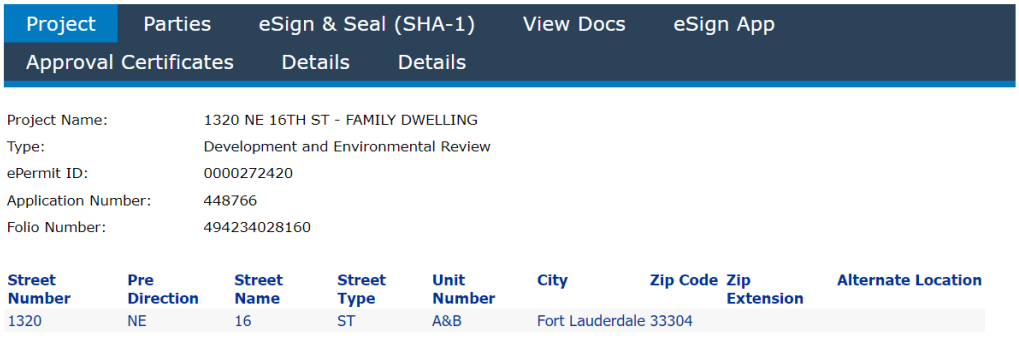
Project Name	Created Date	Created By
1320 NE 16TH ST - FAMILY DWELLING	Dec 26, 2023	DANIAHOME
19TH St. Townhomes Fort Lauderdale Habitat for Humanity	Jan 24, 2024	MCARTOSSA-KEITHTEAM

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.



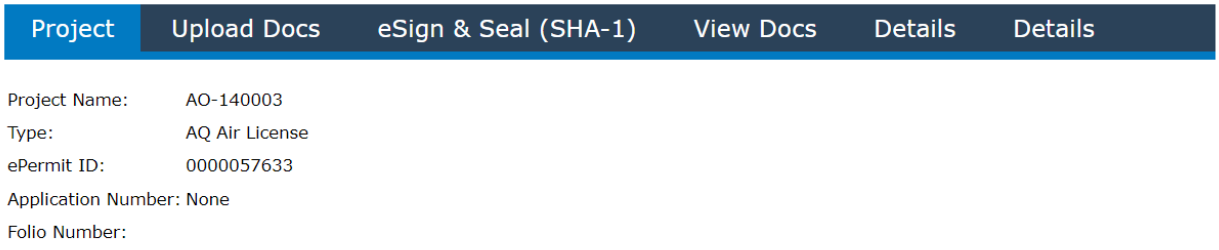
My Applications Status

- 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

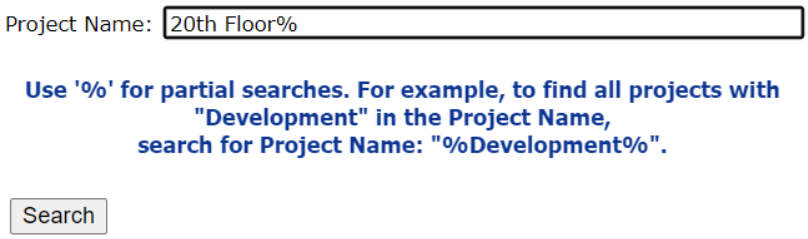
From My Applications you can also see all the information you provided in the application, and see additional options like:

- 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.



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"**.



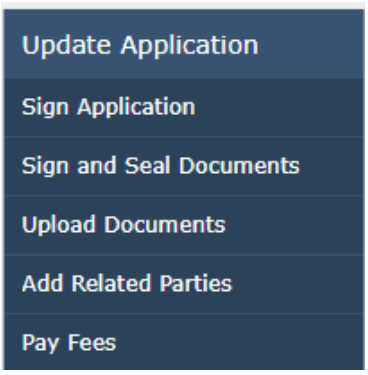
Notice the use of the % when you are doing a partial search. This gives you more results as shown below.



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.

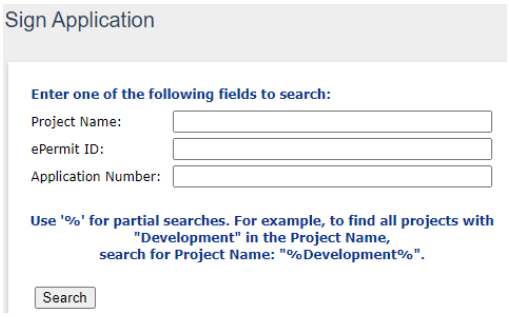
Project Name	Created Date	Created By
1320 NE 16TH ST - FAMILY DWELLING	Dec 26, 2023	DANIAHOME
19TH St. Townhomes Fort Lauderdale Habitat for Humanity	Jan 24, 2024	MCARTOSSA-KEITHTEAM
19TH St. Townhomes Fort Lauderdale Habitat for Humanity	Jan 24, 2024	MCARTOSSA-KEITHTEAM
20th FLOOR LAW OFFICE LOBBY RENOVATION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

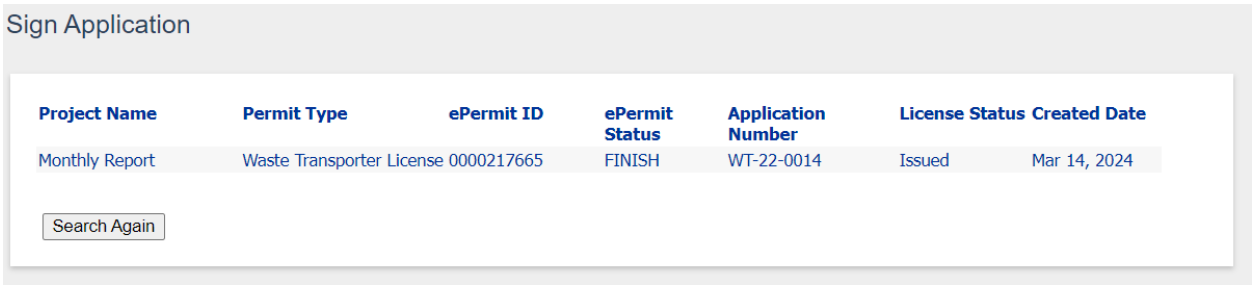
Guide for how to Update an Application



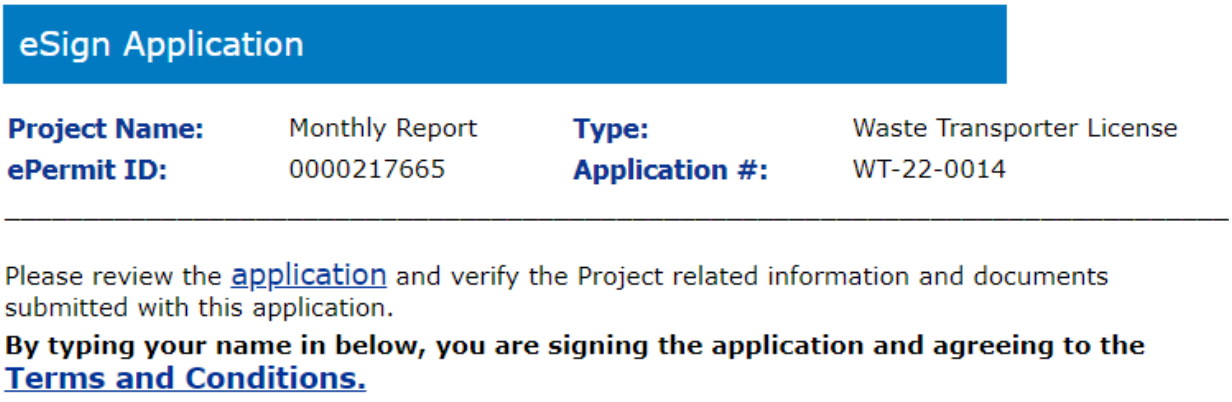
Sign Application

- 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).



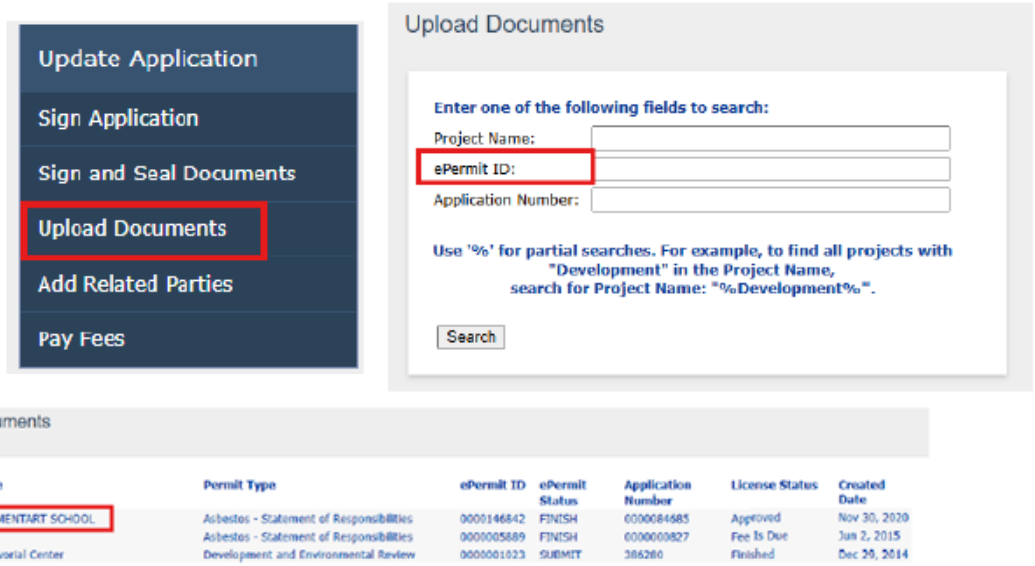


- If a signature is required, you will see the option to sign as shown below.

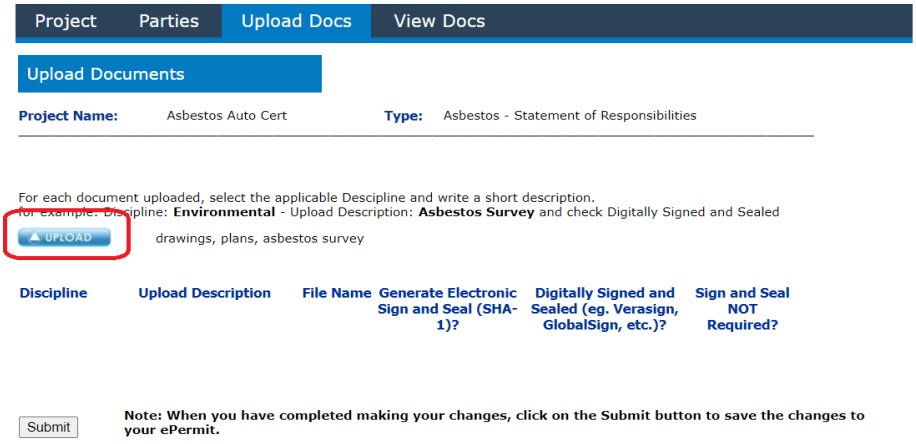


Upload Documents

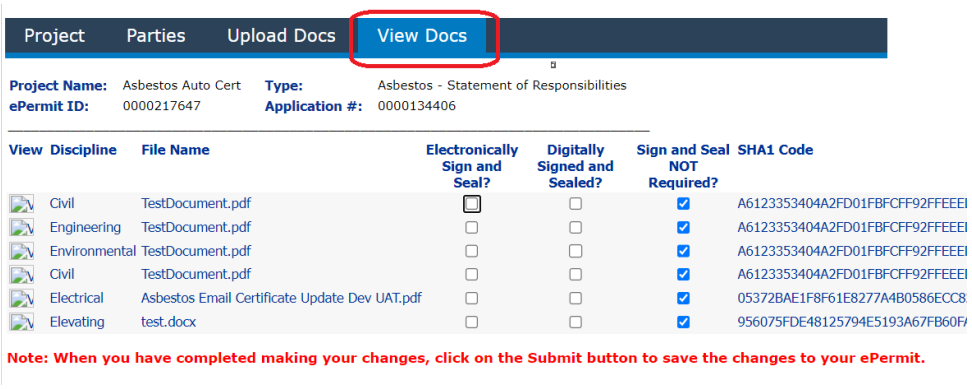
- If you are requested to upload additional documents or plans, you can accomplish this by selecting **Upload Documents** under **Update Application**, searching for the application, and then selecting the application. The Upload Document window will open. To upload documents, click on "**Upload"**.



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

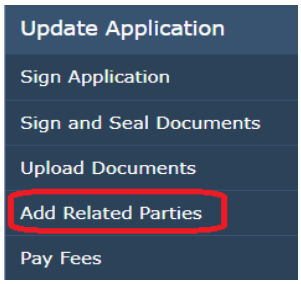


- Once documents are uploaded click Submit to to save changes to the ePermit. You will receive an email confirmation that the documents were uploaded. You can also view the documents submitted by clicking the **"View Docs"** tab.

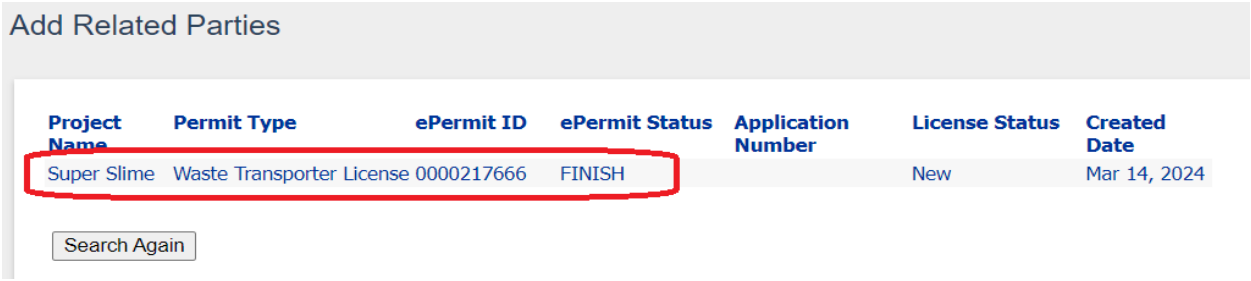


Add Related Parties

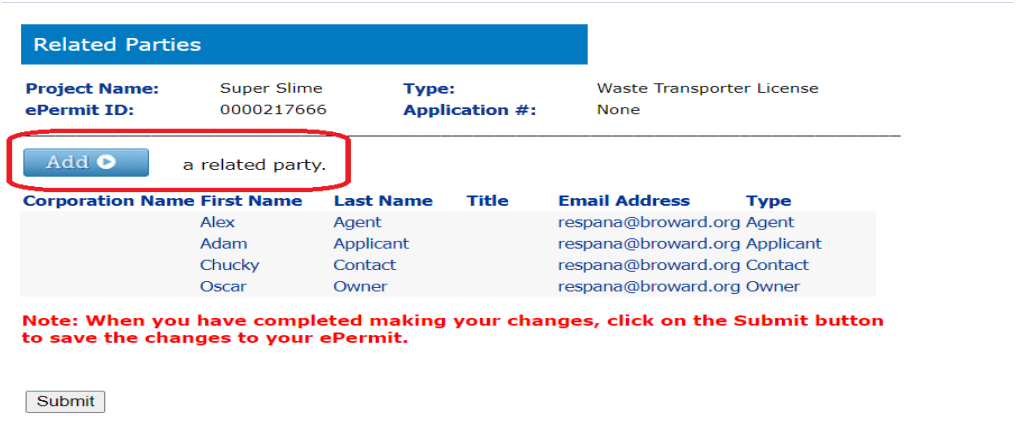
- If you need to add a new related party to an application (E.g. a new engineer, owner, or a person to sign) you can do this by selecting the **Add Related Parties** option. Then entering the permit number and then selecting the permit.





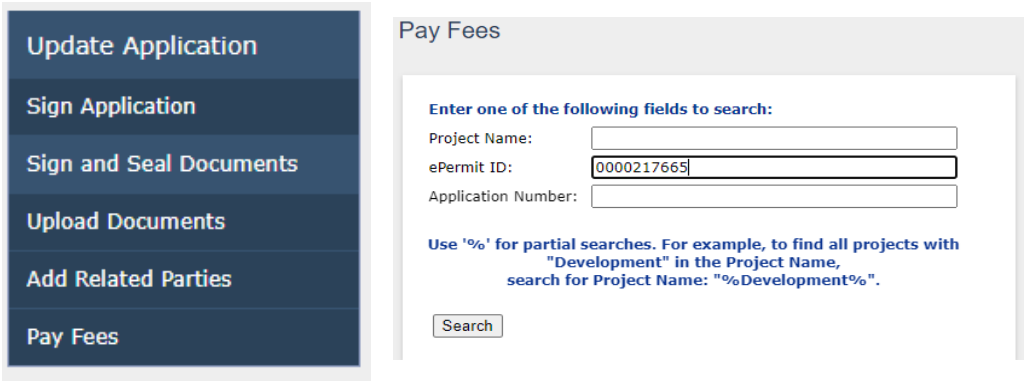


- Once you select the application you will see the list of the current related parties and you can add the new contact information for the new person.

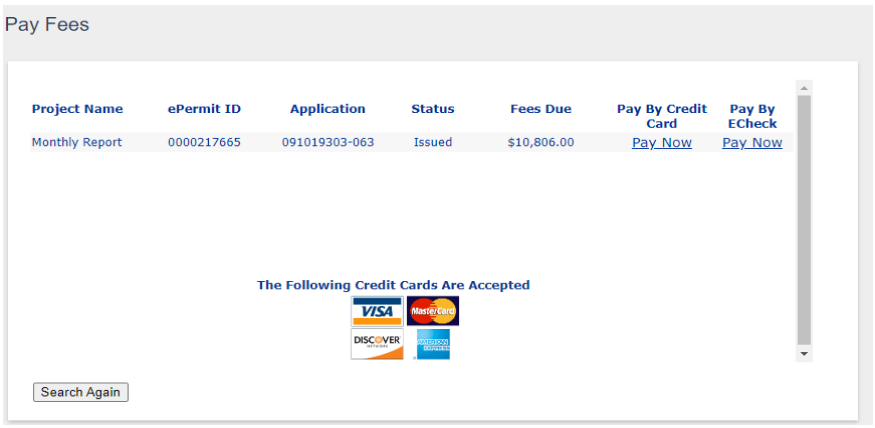


Pay Fees

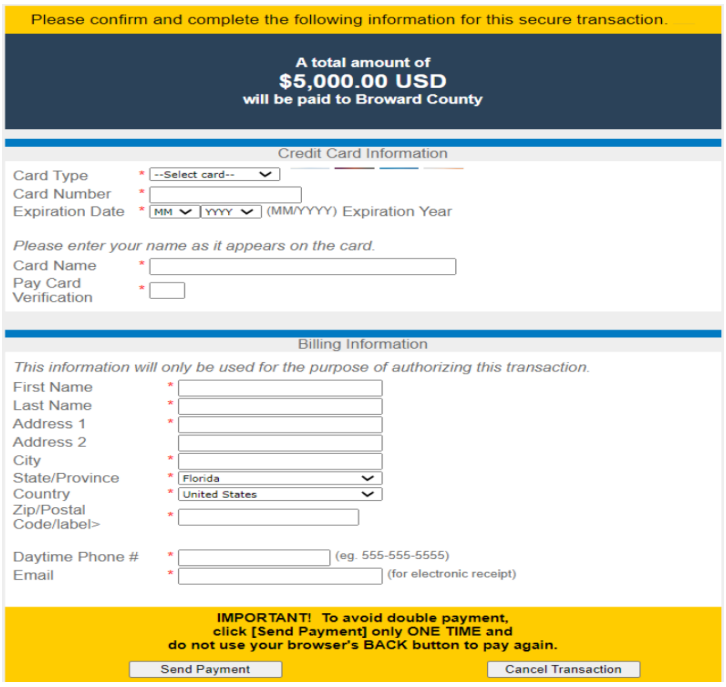
- You must pay Application Fees after submitting your application. Some applications require payment before they can be reviewed.



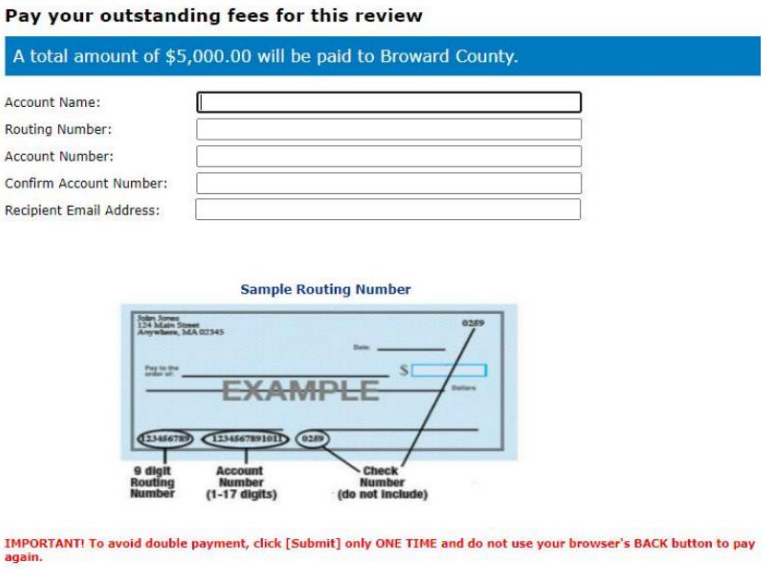
- You can pay fees either by credit card or by ECheck by clicking the **"Pay Now"** option.



- 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.



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



- You will receive an email confirmation of your payment.