

JCP Electronic Document Submission Instructions

DEP has implemented a paperless permitting process that will allow for the electronic submission of applications, forms, and requests for information. In order to complete the following DEP electronic forms, you must have Adobe Reader 8.0 or higher. We suggest that you download Adobe Reader 11, which is free, from the following website: <http://get.adobe.com/reader/>

The steps below may be used to submit a Joint Coastal Permit (JCP) Application and associated forms and plans, a reply to a Request for Additional Information, or submittal of other required forms or documents:

- 1) Complete all required JCP forms using Adobe Reader 11.
- 2) If the form requires a signature, sign the form electronically by clicking on the signature field and following the step-by-step instructions.
- 3) Save each form with a title as follows: "FormName-ApplicantName" for new applications (e.g., JCPApplication-JohnSmith), or "FormName-ApplicationNumber or PermitNumber" for submittal of other forms or requests (depending on whether a permit has been issued or not).
- 4) If an application fee is required, refer to the Joint Coastal Permit Fees webpage at: <http://www.dep.state.fl.us/beaches/permitting/envpfee.htm> for an application fee worksheet. Upon receipt of the application, an automated email will be sent with a link to the [DEP Business Portal](#), where fees may be paid online. If sending a check is preferable, please print the Permit Fee Worksheet and mail with payment (include the applicant's name as it appears on the application or include other specific identifying information) to: Beaches Inlets and Ports Program, Department of Environmental Protection, Division of Water Resource Management, 2600 Blair Stone Road, MS 3544, Tallahassee, FL 32399. It is recommended to mail the permit fee the same day the application is submitted.
- 5) Click the Submit Button. This will open an e-mail message where to send forms.
- 6) Attach all required saved and named forms to the e-mail.
- 7) Label the subject line using the following format: **Type of Submittal** (JCP Application, Request for Additional Information reply, name of required form submittal, etc.) / **Applicant Name** (or Permittee Name if issued) / **County** (or JCP application number or permit number if known).
- 8) The electronic survey and engineering plans (the site plan, grading plan and cross section plans) must be electronically sealed. If an electronic engineering, architectural or surveyor's seal has not been purchased, below is a list of vendors that offer electronic seals:
 - a. Adobe EchoSign: <https://www.echosign.adobe.com/en/>
 - b. Cosign Digital Signatures: <http://www.arx.com/>
 - c. DigiCert: <http://www.digicert.com>
 - d. RightSignature: <http://www.digital-signature.com>
 - e. VeriSign: <http://www.verisign.com>

NOTE: Forms may also be submitted electronically followed up by an engineer report cover letter as described in the attached [Instructions for Submitting Independent Documents and Engineer Report Cover Letters](#).

OR

If you do not have the capability to submit electronically sealed plans, mail them to the address above.

- 9) If your documents and/or plans are too large to send via e-mail (greater than 20mb), they may be uploaded to DEP's external FTP Site using the naming conventions outlined above.
JCP FTP Site: <ftp://ftp.dep.state.fl.us/pub/incoming>
- 10) If you do not have the capability to submit your document(s) electronically, mail your completed documents to: Beach, Inlets and Ports Program, Department of Environmental Protection,
Division of Water Resource Management, 2600 Blair Stone Road, Mail Station 3544, Tallahassee, FL 32399.
- 11) You will receive an e-mail confirmation that your application has been received as well as an application number. Once the application is received, the Department has up to 30 days to review for completeness. If the application is incomplete, a request for additional information will be sent to you. Once the application is deemed complete, final agency action is due within 90 days of receipt of additional information.