

JCP Electronic Document Submission Instructions

DEP has implemented a paperless permitting process that will allow for the electronic submission of applications, forms, responses to requests for additional information (RAI) and permit-required deliverables. Items that cannot be electronically submitted may continue to be mailed. Follow the steps below for electronic submissions:

- 1) Complete the relevant form(s) and collate all required information.
 - a. When necessary, a free .pdf reader can be downloaded from the [Adobe](#) website.
 - b. If the form requires a signature, the form may be signed electronically by clicking on the signature field and following Adobe's step-by-step instructions. Alternatively, the document may be printed and signed, then scanned and uploaded.
 - c. Electronic surveys, engineering plans and technical data must also be electronically sealed. Alternatively, the sealed originals may be mailed to the address below.
 - d. A list of fees can be found on the [BIPP Fees](#) webpage. When a variable fee is required, please consult with BIPP prior to remitting fees.

- 2) **Submissions.** Documents may be submitted via email. If the documents are too large to send via e-mail (greater than 25MB), they may be uploaded to BIPP's [secure FTP Site](#).
 - a. **Email:** Applications and supporting documentation (including RAI responses) may be emailed to BIPP@FloridaDEP.gov and permit-required deliverables to JCPCompliance@FloridaDEP.gov; copy (cc) additional contacts as necessary.
Email Subject Line. Label the subject line using the following format: File Number (if known), File Name or (Applicant Name if permit not yet issued), Type of Submittal (e.g., JCP Application, RAI Response, Name of Deliverable, etc.).
Example: 0123456-002-JN, Tallahassee Beach Nourishment, RAI 1 response.
 - b. **Secure FTP Site.** Alternatively, documents may be uploaded to BIPP's [secure FTP Site](#) using the password '**Beaches**'. Please also send an email to BIPP@FloridaDEP.gov or JCPCompliance@FloridaDEP.gov (as relevant) informing staff of your submission.
Folder Naming Conventions. Files uploaded to the ftp site should be stored in project specific folders named using the same nomenclature recommended for email subject lines above.

Upon receipt of an application, an automated email notifying the Permittee (or their Agent) will be generated. This email includes a link to the DEP Business Portal, where fees may be paid online. If sending a check is preferable, please print the automated email (which includes the File Number e.g., XXXXXXX-XXX-XX), and mail to the address below.

Once received, the Department has up to 30 days to review applications for completeness. If the application is incomplete, a request for additional information will be sent. Once the application is deemed complete, final agency action for a Joint Coastal Permit is due within 90 days of receipt of the completed application (or within 60 days for an Environmental Resource Permit).

Mailing Address: Beach, Inlets and Ports Program, Department of Environmental Protection, Office of Resilience and Coastal Protection, 2600 Blair Stone Road, Mail Station 3544, Tallahassee, FL 32399.