

## 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 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 CCCL Permit 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 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., CCCLApplication-JohnSmith), or "FormName-FileName" for submittal of other forms or requests. (Note that all application backup documents that are 11" x 17" or smaller can be combined with the completed CCCL Application form into one PDF.)
4. For **CCCL Individual Administrative Permit Applications**, fill out the **Permit Fee Worksheet** to determine the applicable permit fee. Save the form using the instructions above, and print the form and mail it with your payment (include the applicant's name as it appears on the application or include other specific identifying information) to: CCCL Program, Division of Water Resource Management, Department of Environmental Protection, 2600 Blair Stone Road – M.S. 3522, Tallahassee, FL 32399-2400. It is recommended to mail the permit fee the same day the application is submitted. Alternatively, you may mail the permit application fee when you receive the E-mail confirmation that your application has been received, which will contain an application file number that you may include on the check and/or cover sheet.
5. For **CCCL General Permit Applications**, send the permit fee as determined on the application form to the above address. It is recommended to mail the permit fee the same day the application is submitted, or you may follow the alternate directions above.
6. For **CCCL Emergency Permit Applications**, no permit fee is required.
7. For **CCCL Dune Core Applications**, fill out the Reconstructed Dune Application Fee Worksheet, which is page 4 of the Dune Core Application. Send the permit fee as determined on the application form to the above address. It is recommended to mail the permit fee the same day the application is submitted, or you may follow the alternate directions above.
8. Click the SUBMIT button on the webpage or open an email to [cccl@dep.state.fl.us](mailto:cccl@dep.state.fl.us).
9. Attach all required saved and named forms to the E-mail (or combine like sized documents as noted in Item 3. above). See Step 12 for files greater than 20mb.
10. Label the Subject line using the following format: **Type of Submittal** (CCCL Permit Application, CCCL General Permit Application, Request for Additional Information reply, name of required form submittal, etc.) / **Applicant Name** (or Permittee Name if issued) / **County** (or CCCL application number or permit number if known).

11. 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/home.html>
- b. Cosign Digital Signatures [www.arx.com/Cosign](http://www.arx.com/Cosign)
- c. DigiCert [www.digicert.com](http://www.digicert.com)
- d. RightSignature [www.digital-signature.com](http://www.digital-signature.com)
- e. VeriSign [www.verisign.com](http://www.verisign.com)

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

12. 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. The CCCL FTP Site is located at: <ftp://ftp.dep.state.fl.us/pub/incoming/CCCL>

13. If you do not have the capability to submit your document(s) electronically, mail your completed documents to: CCCL Program, Division of Water Resource Management, Department of Environmental Protection, 2600 Blair Stone Road – M.S. 3522, Tallahassee, Florida 32399-2400.