Florida Department of Environmental Protection
Office of Resilience and Coastal Protection
Coastal Construction Control Line Program
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Finding CCCL Permits and Documents in OCULUS

Copies of Coastal Construction Control Line (CCCL) Permits, permit application documents and plans, and permit compliance related documents are available for viewing and downloading from the Department of Environmental Protection (DEP) document management system (OCULUS) along with the agency's other regulatory data. For ease of using this system, users will need to know permit numbers and search terms from the CCCL program before accessing OCULUS instructions at https://depedms.dep.state.fl.us/Oculus/. Searching for CCCL permits and documents is a specialized search within OCULUS with detailed instructions given on the following pages.

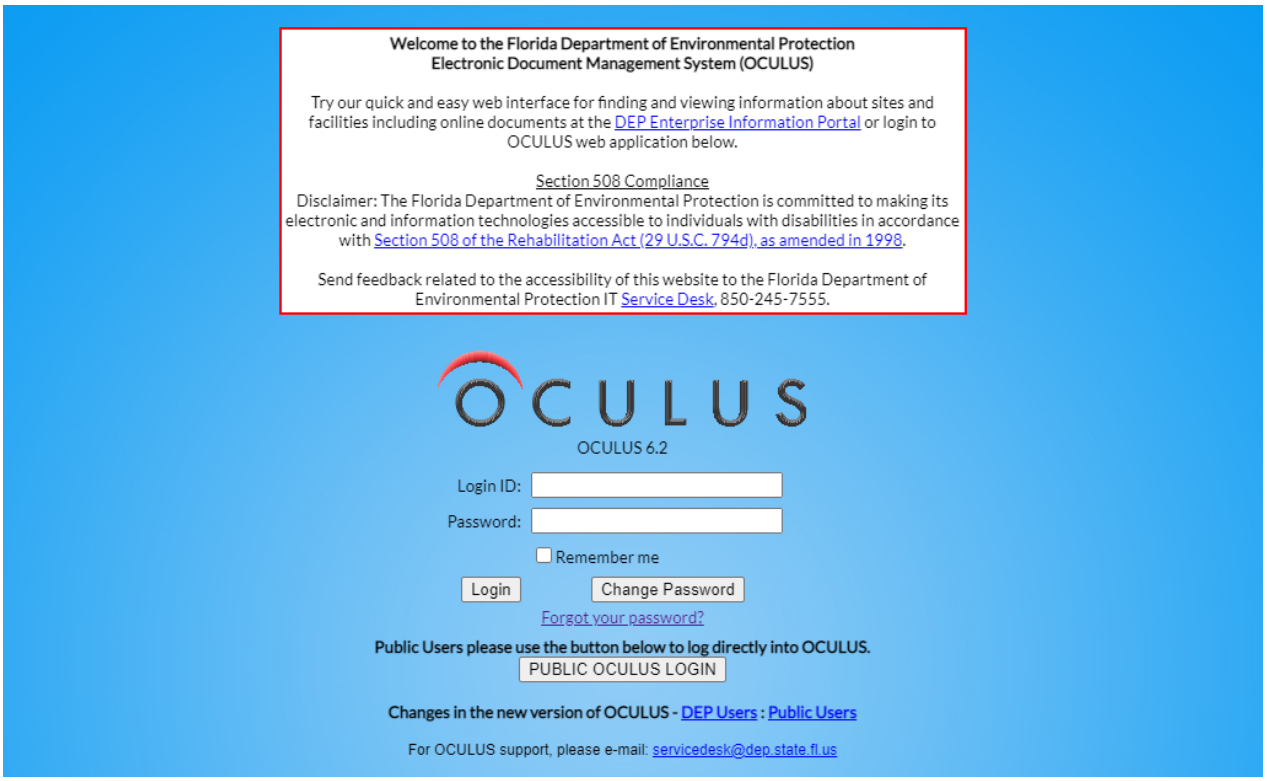

Figure 1 OCULUS Login Page

OCULUS provides general instructions on how to search and use the program for all of the agency's permits and related file documents. At any point while in the program, users can click the help menu to open the Online help system. For help finding documents in OCULUS, a Public Document Taxonomy describes the terms and naming conventions used in the agency while CCCL specific

information is found in this document. If you believe that you've found an error with a document, please contact servicedesk@dep.state.fl.us to report the problem.

DEP MapDirect: Coastal Construction Control Line

To search for CCCL permits and other file documents, the user will need to know what the CCCL application/permit number is and how it is "represented" within OCULUS. If you don't have a CCCL number, one method to locate it is to use the DEP MapDirect mapping program to locate the property using a GIS browser and then identify the permit number at that map location. Instructions for using MapDirect to locate a property seaward of the CCCL are given here.

Once you have opened the web browser and navigated to your area of interest in MapDirect: Coastal Construction Control Line, look in the top left corner under the blue chevron for "Coastal Construction Control Line (CCCL) Permits" and "Coastal Permit Applications." Located below "More Data…," these are the first two map layers that can be activated by clicking in the small yellow boxes, then by right clicking and making the Permit Layer and Labels "visible" on the map. The labels are the eight digit permit numbers issued in the area, e.g. FR001234. Permits with county identifiers at the start of the sequence (FR) are mostly houses and other major projects. Permits starting with a dash "-" then the series of numbers are Field Permits for minor projects like dune walkovers.

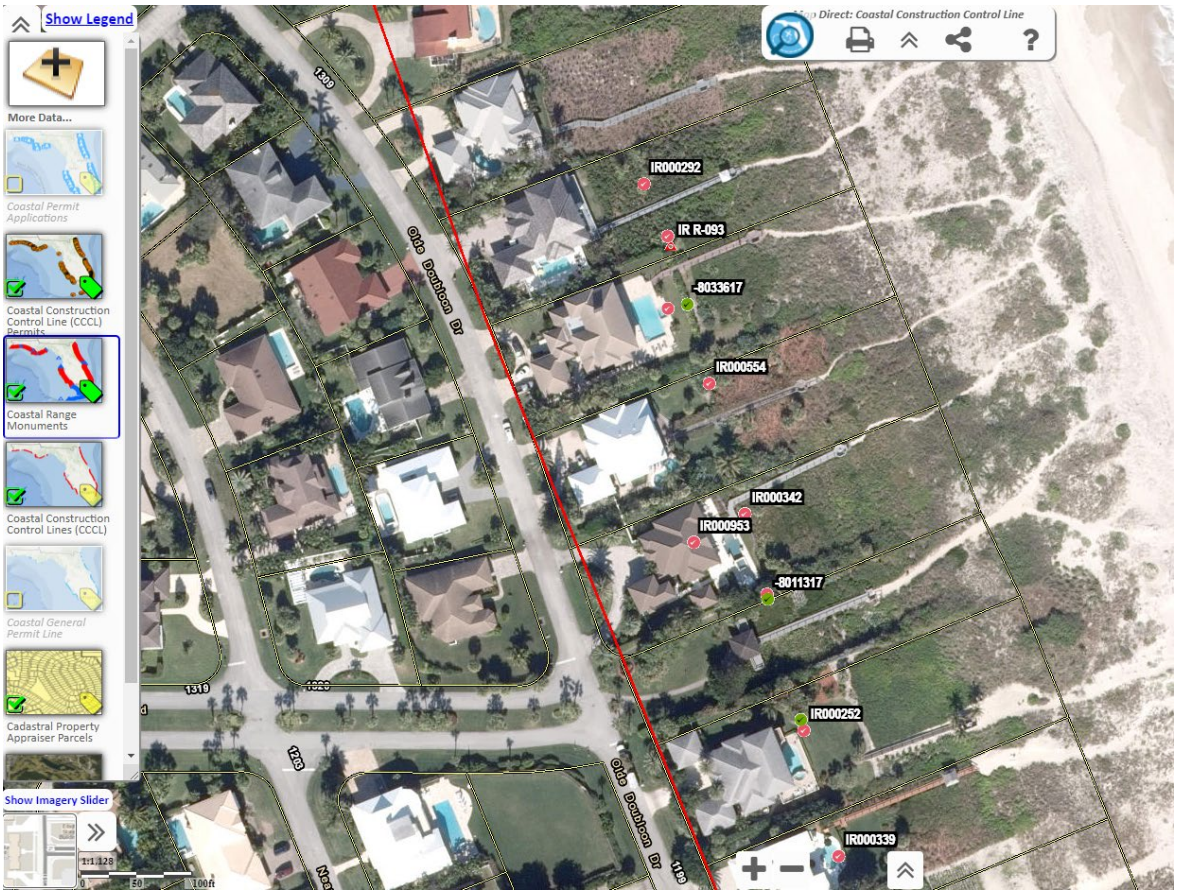

Figure 2 CCCL MapDirect screenshot with legend at left and labels for CCCL permits and Coastal Range Monuments.

When using permit numbers from MapDirect and other sources to search for documents in OCULUS, a prefix "BCS" then an underscore "_" is needed prior to the permit number; e.g. "BCS_(county abbreviation/2 letters)00(2 zeros)(4 numbers)" as in "BCS_FR001234" for house permits or "BCS_-8012345" for dune walkovers.

With the layers visible, zoom into the map location or address of interest and note the CCCL permit number. CCCL individual permit numbers start with two letters of the county name, such as "VO" for Volusia, then 6 numbers for a number like VO001157. Additional letters are given after the CCCL number for different permit types.

- AR – Armoring Permit
- E – Emergency Permit
- GP - General Permit
- M1 – Permit Modification (first)
- M2 – Permit Modification (second)

CCCL Field Permit numbers start with a minus sign "-" followed by 7 numbers as in "-8026967" and are for minor structures and activities such as dune walkovers, dune plantings, beach cleaning, special events, small decks, minor fill projects and fences.

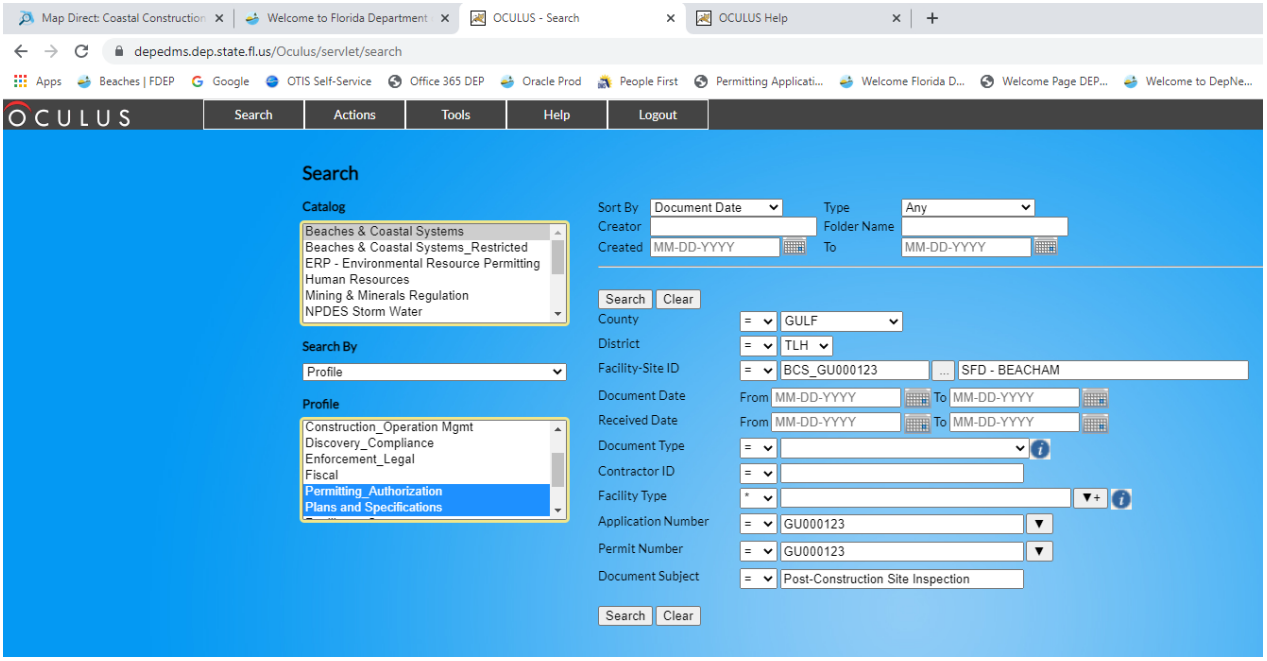

Figure 3 Here is an example of a search screen for CCCL projects in OCULUS.

CCCL OCULUS Document Search Method 1

Here's a simplified OCULUS search function. Again, the CCCL permit number is needed for the search. Start by accessing the OCULUS document management system at https://depedms.dep.state.fl.us/Oculus/. Select the button for 'PUBLIC OCULUS LOGIN' and a new search page will appear.

Search by the CCCL permit or application number (they are the same) for a CCCL document. Select the following options as depicted in the image below:

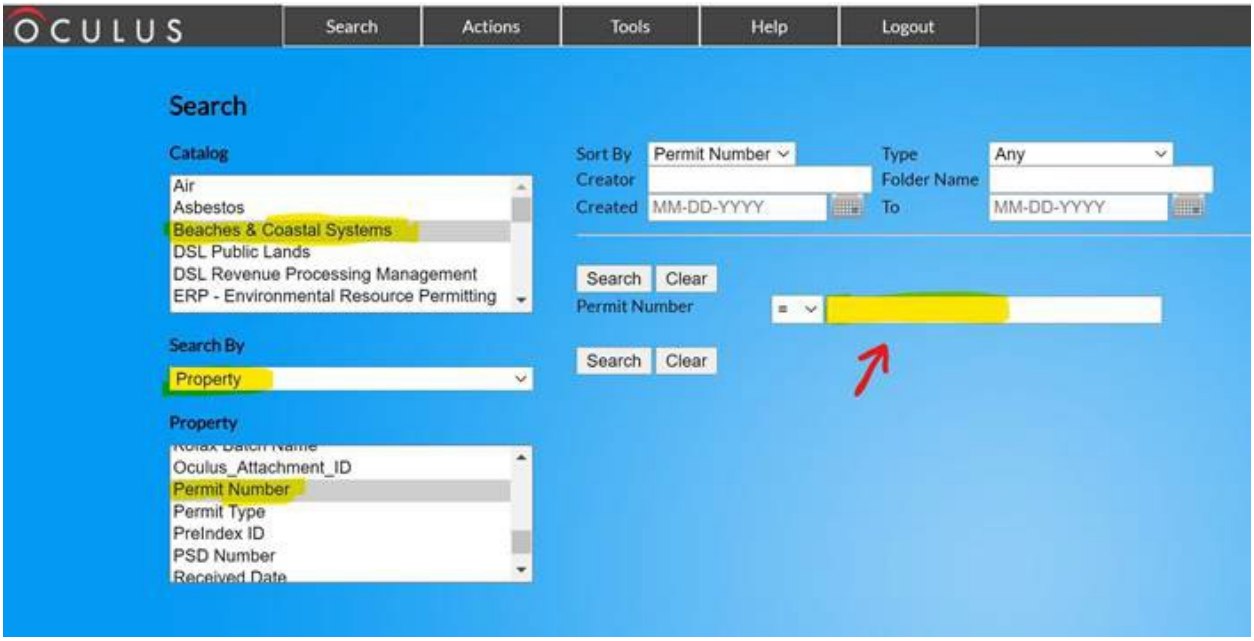

Figure 4 CCCL document search by permit number.

1. Under '**Catalog**' select "Beaches & Coastal Systems"
2. Under '**Search By**' select "Property"
3. Under '**Property**' select "Permit Number" (you may have to scroll down to find this option listed under 'Property')

Once those options have been set, enter the permit number into the search box highlighted in yellow in the image. Be sure to include the full permit number, including spaces and letters. (e.g. XX001139). Note that unlike the search by "Profile", the Permit Number search by "Property" does not require that "BCS_" be inserted before the permit number as described on the second search method given below. Use the "clear" button for new searches.

Once the 'Search' button is clicked, a list of all documents available for this permit file/number will be generated.

To access each document, select the radio button "**o**" on the extreme left-hand column, then click on the right-pointing arrow next to the "Operations" dropdown box (the default operation should be "View"); that will make a prompt appear at the bottom of the page, allowing the user to either open

or save the document—note that **most documents are in pdf format**, so Adobe Acrobat reader or other software is needed in order to view them.

CCCL OCULUS Document Search Method 2

With the permit number in hand, to access the information which has been submitted for a specific application file, or for an issued permit, first click on the link: http://depedms.dep.state.fl.us/Oculus/servlet/login?action=login

When the "OCULUS" page opens up, click on the button that says "**PUBLIC OCULUS LOGIN**" and a new search page will appear.

In the **upper left hand corner** of the next page opened, there is a dropdown box labeled as "Catalog" with different DEP programs. For Catalog, select "**Beaches & Coastal Systems**"

Beneath that, there is another dropdown box labeled as "Profile". Here, select both "**Permitting Authorization**" and **Plans and Specifications**," which you may have to use the scroll bar to see. Hold the "Ctrl" button as you click on both items.

Within the main body of the page, there is a blank field titled "**Facility-Site ID.**" When looking for CCCL permits using the Facility-Site ID input in OCULUS, a prefix "BCS" then an underscore "_" is needed prior to the permit number; e.g. "BCS_(county abbreviation/2 letters)(6 numbers)" as in "BCS_FR001234." If there are additional letters for a permit type, those are input after a space as in "BCS_XX001234 AR." Facility-Site ID input for Field permits is "BCS_-8012345." Again, type in the permit number for the Facility-Site ID field as in this example: "BCS_LE001408." Remember to add a space and the additional letters for permit types AR, GP, etc. Capitalization is not required. Click on the "clear" button prior to new searches.

Click on the **"Search"** button **twice**, for a list of separate entries for each document uploaded for that permit file. Note there may be multiple pages of uploaded documents.

To access each document, select the radio button "**o**" on the extreme left-hand column, then click on the right-pointing arrow next to the "Operations" dropdown box (the default operation should be "View"); that will make a prompt appear at the bottom of the page, allowing the user to either open or save the document—note that **most documents are in pdf format**, so Adobe Acrobat reader or other software is needed in order to view them.

OCULUS Document Search Tips

- OCULUS is compatible with Internet Explorer 5.0 and higher, Chrome Make sure the pop-up blocker on the browser is set to allow Pop-Up windows required for the system to run properly.
- If having problems try pressing the "Clear" button to reset the search parameters and make sure there is a new, clean search.
- Not all fields that are searchable were used in the document insertion for every file. Therefore, a "too-specific" search may not produce results.

- **The documents for each permit may not include every document in electronic format at this time. We are making every effort to install all file documents into the OCULUS system as soon as possible. Email CCCL@FloridaDEP.gov for assistance.**