

Electronic Document Submission Instructions

DEP has implemented a paperless document submittal process that will allow for the electronic submission of non-NPDES industrial wastewater permit application forms. In order to complete the electronic forms, you must have Adobe Reader 8.0 or higher. It is recommended that you download [Adobe Reader 11](#), which is free, from the Adobe website.

Notices of Intent and Notices of Termination of the NPDES Generic Permit for Discharge of Ground Water from Dewatering Operations can now be completed and submitted electronically online through the [DEP Business Portal](#). Information on how to complete, submit a notice, pay permit fees and how to register to use the Business Portal can be found in our [Industrial Wastewater Business Portal Frequently Asked Questions](#).

The steps below will facilitate your submission of non-NPDES industrial wastewater permit application forms, including plans and other associated 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) Forms that require PE sign and seal 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 www.echosign.adobe.com/en/home.html
 - b. Cosign Digital Signatures www.arx.com/Cosign
 - c. DigiCert www.digicert.com
 - d. RightSignature www.digital-signature.com
 - e. VeriSign www.verisign.com

If you do not have the capability or do not want to sign and seal forms electronically, two options are available.

- a. Hard copies of the completed form with all required attachments and fees may be mailed to the appropriate [DEP District Office, delegated local program, or Industrial Wastewater Program in Tallahassee](#), as indicated on each form; or
 - b. Forms may be submitted electronically followed up by an engineer report cover letter as described in the [Instructions for Submitting Independent Documents and Engineer Report Cover Letters](#).
- 4) Save each form with a title. It is recommended to use the format: “**Form Title_Facility_Permit Number_Facility Name**” for facilities that have a permit number (e.g., Form 2CG_FLA012345_Facility Name), or “**Form Title_Proposed Facility Name_NEW**” for new facilities that do not have a permit number, or a similar format. Questions concerning the naming convention can be directed to the [DEP Office](#) responsible for your facility.

- 5) To electronically submit your permit application form, use the District boundary map at the bottom of this document or in the instructions for the individual form. Click on the name of the appropriate [DEP Office](#). **This will open an e-mail message to send the forms to the DEP Office.**
- 6) It is recommended to label the Subject line using the following format: “**Permit Number / Facility Name / Form Title**” for existing facilities and “**Proposed Facility Name / Form Title / NEW**” if you do not have a permit number. Questions concerning the subject line convention can be directed to the [DEP Office](#) responsible for your facility.
- 7) Attach all required saved and named forms to the e-mail. 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 wastewater FTP Site using the naming conventions outlined in 4) above.

Industrial Wastewater application forms submitted to Tallahassee and the Phosphate Management office in Tampa need to use the following link:

FTP Site: <ftp://ftp.dep.state.fl.us/pub/wastewater/>

For all other DEP Offices, please contact the [DEP Office](#) responsible for your facility for the location of their FTP site.

If a large document(s) is part of an application, it is recommended to upload the document(s) the same day the application is submitted. If the document is the only document to be submitted, please include in the body of the email that you have uploaded the document to the FTP site.

- 8) Please include contact information for all associated parties in the body of the email. The following information should be included for each party:
 - a. Name of contact;
 - b. Phone number; and
 - c. Email address.
- 9) If the permit fee is not specified on the form, consult [Rule 62-4.050\(4\)\(c\), F.A.C.](#), to determine the appropriate application fee. Please use one of the following methods to submit the permit application fee to the Department:
 - a. Online (Electronic) Payment

After submitting the application form either via mail or electronically, an email confirming receipt of the application will be sent to the applicant, along with a link to the DEP website for payment. To make an online payment for the application, please either use the link sent by email or visit the [DEP Business Portal](#) to complete the online payment process for a submitted application. Please note that the following fee types **may not** be completed through this process:

- Payments for annual fees;
- Payments processed by a local delegated program;

- Partial payments for application balances.

b. Check or Money Order

A check or money should be sent to the Department after submitting the application form via email or should be included with a printed copy of the application. Checks should be made payable to the Florida Department of Environmental Protection. Mail your payment to the appropriate [DEP Office](#), using the methods in Step 11 below to determine the appropriate office. It is also recommended to mail the permit fee the same day the application is submitted.

If the check is unaccompanied by the submitted form(s), please include the following information with your payment:

- (1) If the form was submitted electronically, specify what the payment is for by including:
 - The same title as used in Step 4 above;
 - Date the form was submitted via email; and
 - Name of applicant as it appears on the submitted form.
- (2) If a hard copy of the application was submitted, please include the following information with the payment:
 - Permit number (FLO- or FLA- number);
 - Applicant and Facility Names;
 - Project Name and/or Form Names; and
 - Date Application Submitted.

10) **For permit application forms related to a NPDES facility (i.e. a facility that discharges to surface waters), or if you do not wish to submit document(s) or sealed plans electronically,** please mail your completed documents along with all required attachments to the appropriate [DEP Office](#). Please note, except as indicated in Step 9a above, permit application fees for all types of industrial wastewater facilities can be paid by either method as outlined in Step 9 above.

11) The following information will further assist you to determine which DEP Office to send the completed application form:

- a. If the facility is a phosphate management facility, look at the Florida map at the bottom of this document or in the instructions for the individual form to see if the facility is located in the counties in the Northeast District Office. If the facility is located within one of the Northeast District counties, mail the application and all relevant attachments to the address located at the bottom of this document for the Northeast District Office. If the phosphate management facility *is not* located in the jurisdiction of the Northeast District Office, mail the form and all relevant attachments to the Phosphate Management program in Tampa, at the address listed at the bottom of this document.
- b. If the facility is a NPDES steam-electric power plant, mail the form and the applicable attachments to the Industrial Wastewater Program in Tallahassee at the address listed at the bottom of this document.

- c. If the form is for a discharge associated with pesticide application NPDES generic permit, mail the form and appropriate attachments to the Industrial Wastewater Program in Tallahassee at the address listed at the bottom of this document.
- d. For all other permit application forms and NPDES facilities, look at the map of Florida at the bottom of this document or in the instructions for the individual form to determine which District Office the facility is located. Mail the form and all applicable attachments to the appropriate DEP District Office at the addresses located at the bottom of this document.

DEP District Offices

Central District Office:

3319 Maguire Blvd Suite 232
Orlando, FL 32803-3767
Phone: 407-897-4100

Northeast District Office:

8800 Baymeadows Way West Suite 100
Jacksonville, FL 32256-7577
Phone: 904-256-1700

Northwest District Office:

160 W. Government Street Suite 308
Pensacola, FL 32502-5740
Phone: 850-595-8300

South District Office:

2295 Victoria Ave Suite 364
Ft. Myers, FL 33901-3875
Phone: 239-344-5600

Southeast District Office:

3301 Gun Club Road, MSC 7210-1
West Palm Beach, FL 33406
Phone: 561-681-6600

Southwest District Office:

13051 N Telecom Pkwy
Temple Terrace, FL 33637-0926
Phone: 813-470-5700

Phosphate Management

13051 N Telecom Pkwy
Temple Terrace, FL 33637-0926
Phone: 813-470-5911

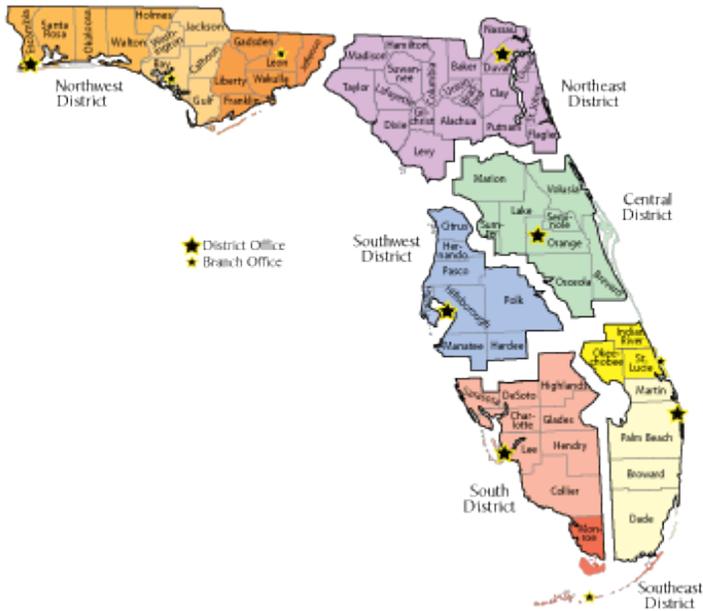
Industrial Wastewater Program (Tallahassee)

Industrial Wastewater Program

2600 Blair Stone Road, Mail Station 3545

Tallahassee, Florida 32399-240

Phone: 850-245-8589



[Northwest District Office](#)

[Northeast District Office](#)

[Southwest District Office](#)

[Central District Office](#)

[South District Office](#)

[Southeast District Office](#)

[Phosphate Management](#)

[Industrial Wastewater Program
Tallahassee](#)