

Electronic Document Submission Instructions

The Department of Environmental Protection (DEP) has implemented a paperless document submittal process that allows domestic wastewater forms to be submitted electronically. The steps below should be used to submit forms and associated documents to DEP electronically:

- 1) Complete all required forms using [Adobe Reader](#) or Microsoft Word, as applicable. For Adobe forms, Adobe Reader 8.0 or higher must be used.
- 2) If the form requires a signature, you may sign the form electronically.
- 3) Forms and associated documents that require a Professional Engineer's signature and seal must be [electronically sealed](#) in accordance with Chapter 61G15-23, Florida Administrative Code (F.A.C.). If you do not have the capability or do not want to sign and seal forms electronically, the following options are available:
 - a. Hard copies of the completed form with all required attachments and fees should be mailed to the appropriate [DEP District Office, delegated local program, or the Wastewater Management Program in Tallahassee](#), as indicated on each form.
 - 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 Letter](#).
 - c. Forms may be submitted electronically that have been physically signed and sealed in accordance with Rule 61G15-23, F.A.C., as long as the seal is legible in the scanned PDF of the completed form.
- 4) Please save each form with a title as follows:
 - a. For facilities that have a permit number, "**FormNumber_Form Title_Facility Permit Number_Project Name**" (e.g., 62-620.910(2)_Form2A_FL00123456_Sunny Beach Pier), or
 - b. For new facilities that do not have a permit number, "**FormNumber_Form Title_NEW_Project Name**".
- 5) Using the applicable email link from the [Wastewater Contacts](#) webpage, attach all required saved and named forms to the email. If your documents and/or plans are too large to send by email (greater than 20mb), contact the appropriate district office for further information.
- 6) Label the "Subject" line of the email using the following format:
 - a. For facilities that have a permit number, "**Form Number / Form Title / Permit Number / County / Project Name**", or
 - b. For new facilities that do not have a permit number, "**Form Number / Form Title / NEW / County / Project Name**".

- 7) **Include the email addresses for all associated parties in the body of the email.**
- 8) If the form requires submitting a fee, an automated email will be sent to the person submitting the form with a link to the [DEP Business Portal](#), where fees may be paid online.
- 9) If you do not want to pay fees online, you may submit a check, made payable to the Department of Environmental Protection, to the appropriate office, either in person or by mail. It is recommended the permit fee be remitted the same day the application is submitted. The following information must be included with the check.
 - a. The application fee amount, which may be obtained by contacting the appropriate office or may be found in [Rule 62-4.050, F.A.C.](#);
 - b. Permit number of the facility as listed in the “Subject” line of the email receipt sent to the person submitting the form;
 - c. Date the form was submitted by email; and
 - d. Name of the applicant or permittee as it appears on the submitted form.