

Electronic Document Submission Instructions

Mining and Mitigation Program

The Department of Environmental Protection (DEP) has implemented a paperless permitting process that will allow for the electronic submission of applications, forms, requests for information and other documents. In order to complete the electronic forms, you must have Adobe Reader 8.0 or higher. We suggest that you [download Adobe Reader](#), which is free, from Adobe.

The steps below may be used to submit forms and supporting documents relating to applications, reclamation plans, notices, reports and replies to Requests for Additional Information. These procedures may also be used to provide post-issuance compliance documents such as annual reports, monitoring reports, and as-built plans.

- 1) Complete all required forms using **Adobe Reader**.
- 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) Electronic engineering plans and certain reports must be electronically sealed by an appropriate Florida registered professional. If an electronic seal has not been purchased, below is a list of vendors that offer electronic seals:
 - a. [Adobe EchoSign](#)
 - b. [Cosign Digital](#)
 - c. [DigiCert](#)
 - d. [RightSignature](#)
 - e. [VeriSign](#)

NOTE: If you do not have the capability to submit electronically sealed plans, specifications, reports or other documents, two options are available:

- a. Hard copies of the completed documents with all required attachments and fees may be mailed to the address below, or
 - b. Documents 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 document with a title as follows:
 - a. If the submittal is associated with an existing permit, plan, or application, include the file number in the name (e.g., 123456-001)
 - b. If the submittal is not associated with an existing permit, plan, or application, include an abbreviation of the type of document in the name:
 - ERP – Environmental Resource Permit
 - WRP – Wetland Resource Permit
 - CRP – Reclamation Plan or a Notice of Mining Other Resources
 - FD – Formal Delineation of Wetlands and Other Surface Waters
 - c. Additional descriptors in the document name may include:
 - REP – Report for Application

FIG – Plans or Other Figures
AR – Annual Report
MR – Monitoring Report
NOT – Notification
RRAI – Response to a Request for Additional Information

- 5) **The size limit for e-mail is 20 MB.** If the e-mail and all attachments will be less than 20 MB, send to MiningAndMitigation@dep.state.fl.us.
- 6) If your documents are too large to send via e-mail they may be uploaded to DEP's external FTP site using the naming conventions outlined above. A folder may be created to contain multiple documents for a single project. **See the attached instructions for using the FTP site.** After copying the documents to the FTP site, send an e-mail notice of the submittal with the folder name to MiningAndMitigation@dep.state.fl.us.
 - [For mining](#)
 - [For formal determinations](#)
- 7) Applications for environmental resource permits for mines may also use e-Permitting.
- 8) If you do not have the capability to submit your document(s) electronically, mail your completed documents to:

Mining and Mitigation Program
Department of Environmental Protection
Bob Martinez Center
2600 Blair Stone Road, Mail Station 3577
Tallahassee, Florida 32399-2400
- 9) You will receive an e-mail confirmation that your filing has been received as well as a file number.
- 10) Provide the appropriate application fee as provided in Rule 62-4.050(4), F.A.C. Payment can be made by check payable to the Department of Environmental Protection at the address provided above. After you receive the file number, payment can also be made and processed quicker using e-Payments at the DEP Business Portal.