Well Construction Permitting

Well Contractor Training Manual

Online Permitting for Applications, Payments, and Completion Reports

Southwest Florida Water Management District
2379 Broad Street
Brooksville, FL 34604-6899

Table of Contents

1   Introduction

1.1   What are the Goals of Online Well Construction Permitting?

Meet Customer Expectations With Respect To:

- Online Applications
- Online Payments
- Online Completion Reports
- Online Permit Searches
- Increase Staff Efficiency
- Provide Greater Access to Information
- Ease of Use

1.2   Permit Process – How Does It Work?

- Application is forwarded to the District
- Automatic Routing to Proper Service Office
- Approval by e-mail
- Print Permit in your Office
- Submit Completion Reports Online
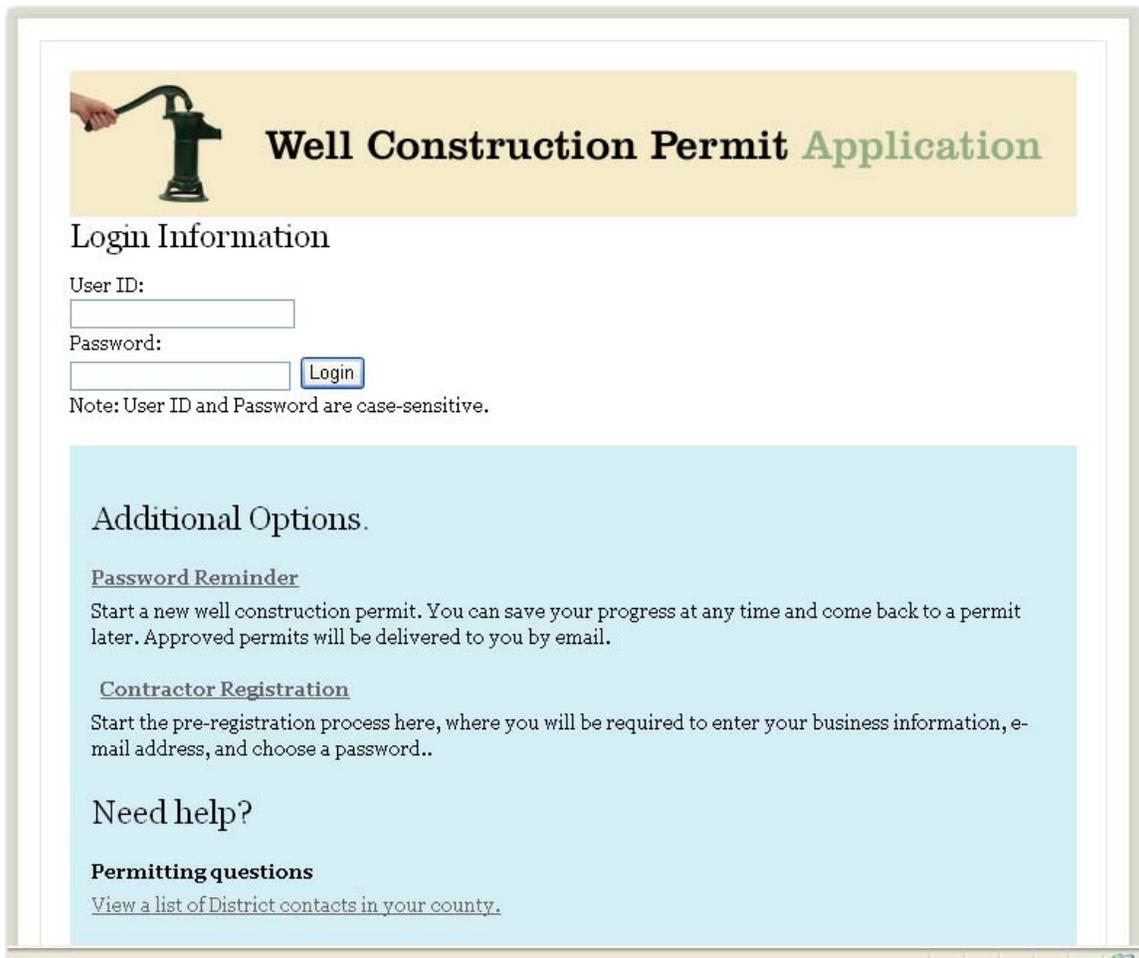
1.3   What Do You Need to Get Started?

- Computer Access
- Internet Connection
- Printer
- Valid e-mail Address
- Credit or Debit Card (with Visa/MC logo)
- Pre-Registration

It's Easy -- Let's Get Started

2   Contractor Login Page

The **Contractor Login Page**, shown below, is the first screen you will see after sitting down at the kiosk. The **Contractor Login Page** offers the following options:
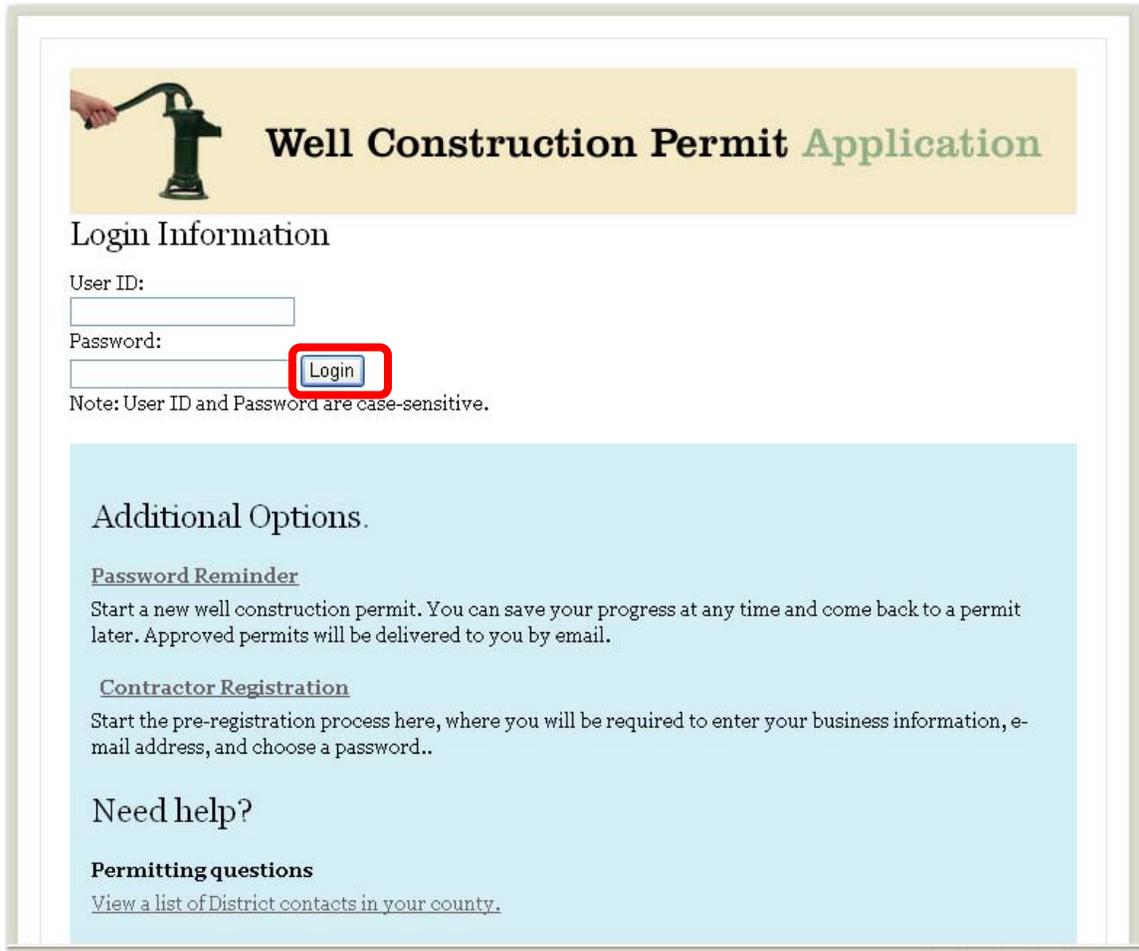
1. Login (See 2.1)
2. Password Reminder (See 2.2)
3. Contractor Registration (See 2.3)

2.1 Login

Enter your **User ID** and **Password** (both are case-sensitive), and then click the **Login** button, as shown below:

The **Well Construction Home** page loads. See Section 3 for further instructions.

2.2 Password Reminder

If you forget your password, click on the **Password Reminder** link on the **Contractor Login Page**, shown below:
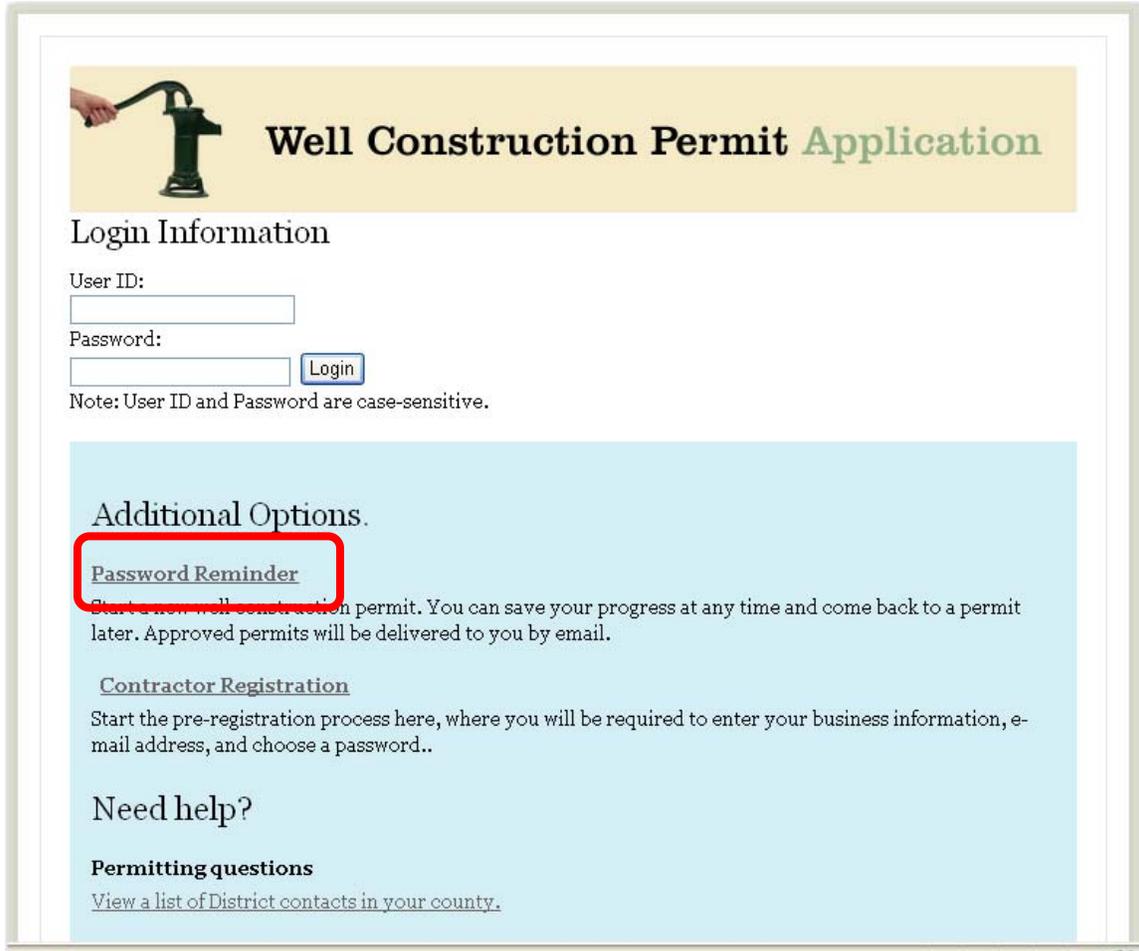
After clicking the **Password Reminder** link, the **Retrieve Lost Password** page opens, as shown below:
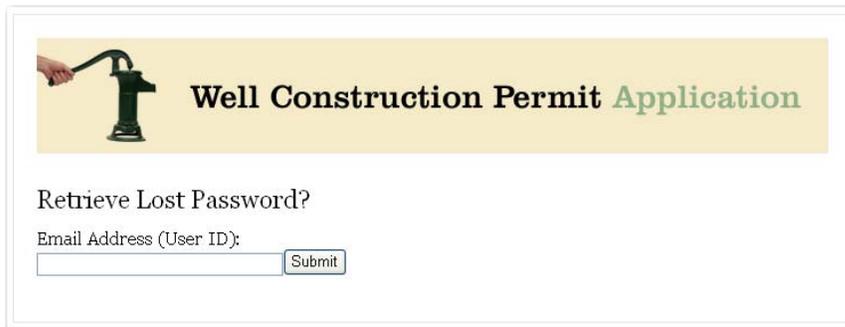
Enter your **Email Address** or **User ID** if it differs from your email address, and then click the **Submit** button. The **Retrieve Lost Password** page reloads, and displays a message that the password will be e-mailed to you, as shown below:

An email with your password will be sent within 5 minutes. The email will contain the following text:

```
*** This is an automated message from the Well Construction Permits web site. ***
*** Please do not return messages to the above unattended email address.       ***


This is the password reminder you requested from the Southwest Florida
Water Management District's well construction permit web site.

The password for account 'cara123' is 'swfwmd'.


*** End of automated message. ***
```

2.3 Contractor Registration

The **Contractor Registration** page, shown below, offers the following options:

1. Register Licensed Contractor (See 2.3.1)
2. Register Home Owner (See 2.3.2)

2.3.1 Register Licensed Contractor

To register as a licensed contractor, fill out all required fields marked with a red asterisk. Please enter your **First Name, Middle Initial** (if any) with NO period, and **Last Name** into the **Contractor** field, as shown below:

Fill out the remaining required fields, and then click the **Register** button, shown below:

Note: If you do not have an Email address, please enter the following into the Email field (which is a required field):

WCP.PAPER@SWFWMD.STATE.FL.US

Contractor Registration

Welcome to the online contractor registration page. Please fill out the following information. Your registration will be activated within one business day of receiving your registration information.

Registration   Home Owner ☐

Contractor Profile

License: [   ] *❓   Contractor: [   ] *

Contractor Login Info

Email: [   ] *❓   Password: [   ] *❓
Confirm Email: [   ] *   Confirm Password: [   ] *

(Optional) Select a Login Name that differs from my email address.
☐ Select a login name that differs from my email address.

[Cancel] [Register]

= Required Field

2.3.2 Register Home Owner

To register as a home owner, click the **Home Owner** checkbox as shown below.

Fill out all required fields marked with a red asterisk, and then click the Register button.

Note: If you do not have an Email address, please enter the following into the Email field (which is a required field):

WCP.PAPER@SWFWMD.STATE.FL.US

After registering, you can now log in to use the system. Please see Section 2, **Contractor Login** page for further instructions.
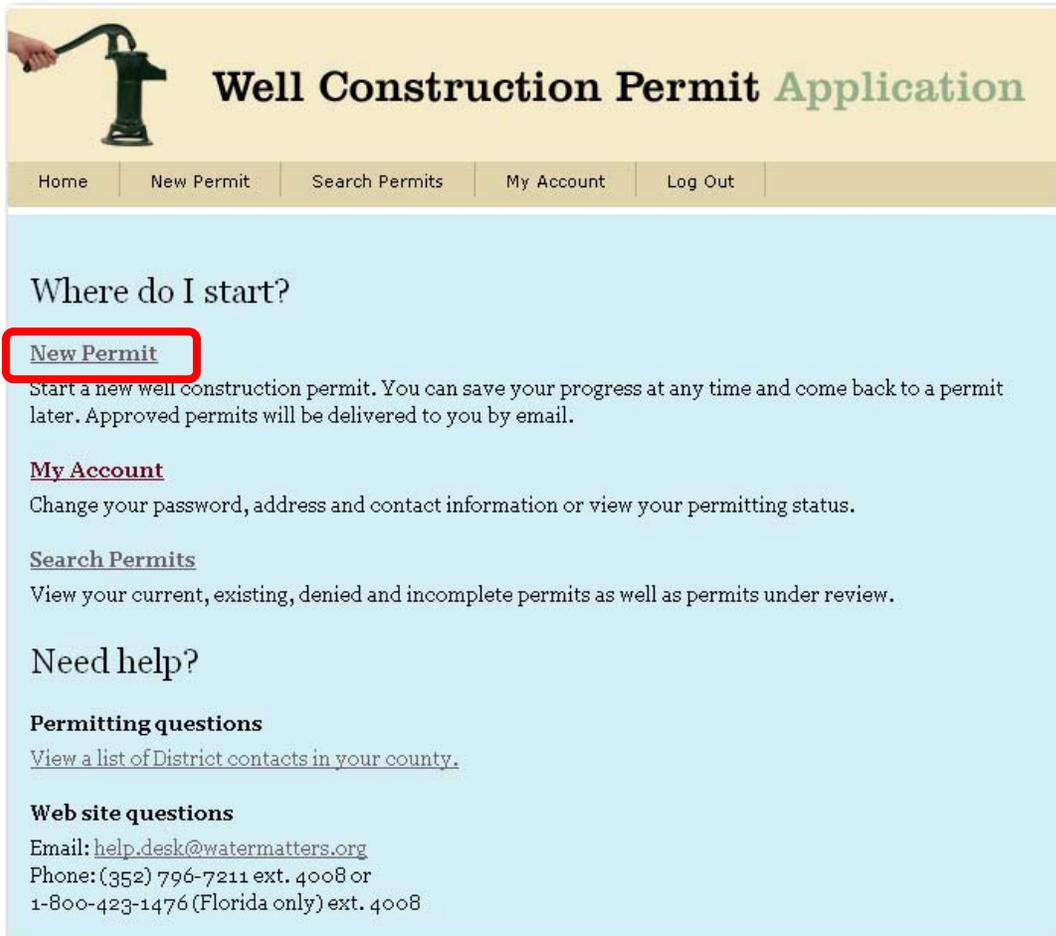
3   Well Construction Home Page

After logging into the system, the **Well Construction Home Page** loads, as shown below, and offers the following choices:

1. New Permit (See 3.1)
2. My Account (See 3.2)
3. Search Permits (See 3.3)

3.1 New Permit

Click the **New Permit** link, as shown below:

The **Water Use Permit page** opens, see Section 4 for further instructions.

3.2 My Account

The **My Account** page, shown below, allows you to view your account information, and make modifications to your account.

To make changes, click the **Edit Profile** link, shown above. The **Profile Edit** page load, as shown below:

Make any desired changes, then click the **Save** button, shown above.

3.3 Search Permits

The **Search Permits** page is accessed by clicking the **Search Permits** link, shown below:
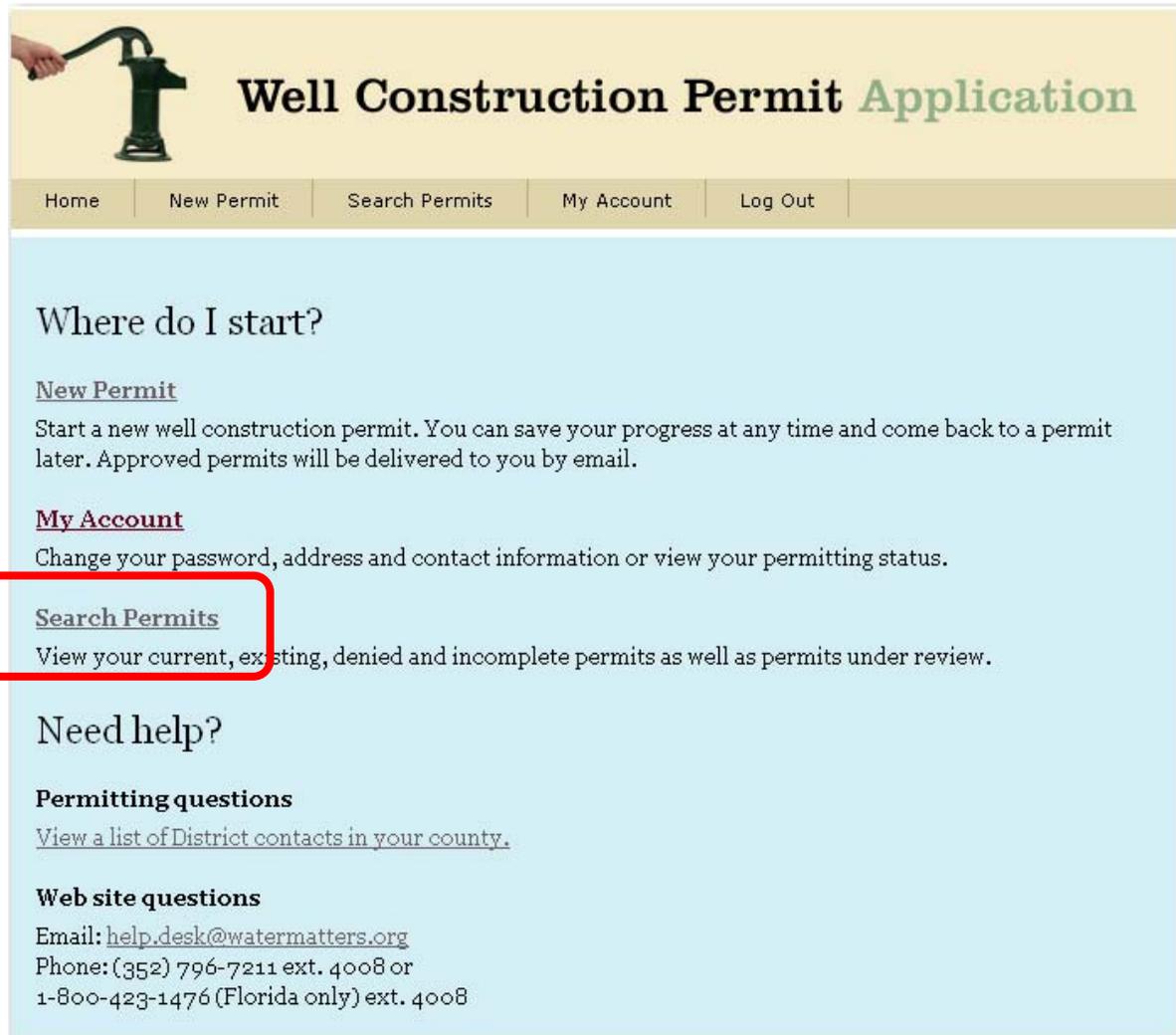
After clicking the **Search Permits** link, the **Permit Search** page loads, and offers the following options:

1. Search Permits (See 3.3.1)
2. Retrieve Saved Application (See 3.3.2)
3. Delete Saved Application (See 3.3.3)
4. Submit Completion Report (See Section 14 for further instructions)
5. Request Extension of Time (See 3.3.4)

3.3.1 Search Permits

To search for permits, use any of the filters below, and click the **Search** button, shown below.

3.3.2 Retrieve Saved Application

To retrieve a saved application, change **Permit Status** to **Incomplete**, and then click the **Search** button. A list of **Incomplete** applications displays, as shown below:

To retrieve a saved application, click the **Retrieve Icon**

The **Step 1 of 5: Owner Information Tab loads**, and allows you to complete your application. See Section 7 for further instructions.

3.3.3 Delete Saved Application

To delete a saved application, change **Permit Status** to **Incomplete**, and then click the **Search** button. A list of **Incomplete** applications displays, as shown below:

 To delete a saved application, click the Delete Icon [X]. The application will be deleted.

3.3.4 Request Extension of Time

To request an extension of time, change the **Permit Status** to **Issued**, and then click the **Search** button. A list of **Issued** applications displays, as shown below:

Permit Search

Permit Status: Issued
Permit Number:
Date Range: From 10/23/2006 To 10/24/2006
Permit Receipt: Search

3 records found.

Issued Pending Completion Report
(3 records)

Status:	Permit Number:	Well Owner:	Exp Date:	Receipt:	
OK	744870	EXCEL REALTY TRUST INC	1/22/2007		90 Day Extension
OK	744871	WAL-MART STORES EAST LP	1/22/2007	9999999	90 Day Extension
OK	744872	SOSQ PROPERTY INVESTMENTS INC	1/22/2007	9999999	90 Day Extension

1

 To request an extension of time, click the **90 Day Extension** button, shown above. The following window opens:

Microsoft Internet Explorer

? Are you sure you want to apply for a 90 day extension?

OK   Cancel
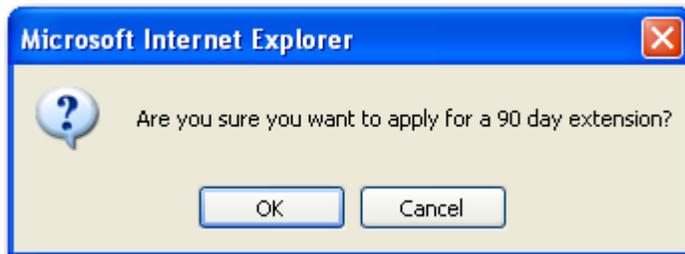
Click the **OK** button, and the following text appears next to the permit:

The **Extension Approval** page loads, as shown below:

> Print
>
> 10/24/2006 12:00:00 AM
>
> Extension Approval for Well Construction Permit No. 744871
>
> The 90-day extension you requested has been approved for the subject Well Construction Permit. The permit will expire on 4/22/2007 12:38:00 PM . Please keep a copy of this confirmation with your permit at the construction site.
>
> If further assistance is required, please contact Sonia Beau at (352) 796-7211 or 1 (800) 423-1476 ext. 4370.
>
> License No. : 9380

To print the page, click the **Print** link at the top of the page.

4 Water Use Permit Page

After clicking the **New Permit** link, the first page to load is the **Water Use Permit** page, shown below:

This page allows you to specify an associated Consumptive Use Permit (CUP) or Water Use Permit (WUP).

If there is an associated CUP/WUP, click **Yes**, and enter the associated CUP/WUP number and District ID Number (DID).

Then, click the **Next** button. The **Location Information** page opens; see Section 6 for further instructions.

5 Location Information Page

The Location Information page, shown below, offers five methodologies to select the location of the intended new well:

1. Zoom to Location (See 5.1)
2. Zoom to County (See 5.2)
3. Zoom to Parcel (See 5.3)
4. Zoom to STR (See 5.4)
5. Zoom to Address (See 5.5)

5.1   Zoom to Location

If the Latitude and Longitude coordinates are known, enter the values in Minutes Degrees Seconds format, as shown below, and then click the **Next** button.

 The **Map** will display, see Section 6 for further instructions.

5.2 Zoom to County

If the County is known, make a selection from the **County** drop down box, and then click the **Next** button.

 The **Map** will display, see Section 6 for further instructions.

5.3 Zoom to Parcel

If the Parcel Identification Number is known, make a selection from the **County** drop down box, and then enter the Parcel Identification Number (please take a moment to read the Parcel Data Disclaimer in Section 15), then click the **Next** button.

 The **Map** will display, see Section 6 for further instructions.

5.4 Zoom to STR

If the Section / Township / Range (also known as "STR") is known, make selections from the drop down boxes, and then click the **Next** button.

The **Map** will display, see Section 6 for further instructions.

5.5 Zoom to Address

If the **Address** or **Intersection** is known, enter an **Address** or **Intersection** (use the ampersand to designate an intersection. For example: 10th & Main), enter a **ZIP Code** and then enter then click the **Next** button.

You must enter a **ZIP Code** along with the **Address** or **Intersection**, or the map will be unable to locate your address.

Note: Please take a moment to review the Address Data Disclaimer in the Data Disclaimers page, Section 15.

The **Map** will display, see Section 6 for further instructions.

6   Map Viewer

Once the **WCP Map Viewer** loads, you have an opportunity to zoom into an area to view greater detail, or simply using the **Well Location Placement** tool, as shown below:

 After clicking the **Well Location Placement** tool and then clicking on the map, a yellow dot appears (as shown above), indicating the location of the well.

In addition, the **Property Details** window opens above the **Table of Contents**, as shown above.   This data is most recent data available from that county's Property Appraiser.

Note: Please take a moment to review the Parcel Data Disclaimer in the Data Disclaimers page, Section 15.

Clicking again on different location will update the Property Details window if there is new data to display. You may continue to change the location of the well

by clicking in different locations as often as necessary. Once the yellow dot on the map accurately represents the location of the well, click the **Next** button, as shown above.

 The **Step 1 of 5: Owner Information Tab** loads. See Section 7 for further instructions.

7   Step 1 of 5: Owner Information Tab

The **Step 1 of 5 - Owner Information Tab** loads as shown below, and displays a list of potentially matching record(s) from the District's database. The next step is to pick one of the following options:

1. Select Matching Record (See 7.1)

2. Add New Record (See 7.2)

7.1   Select Matching Record

If there is a matching record in the District's database, click the **Select** button next to that record, as shown above. The **Permit Step 1 of 5 - Owner Information tab** loads and displays data from the Property Appraiser, as shown below:

Permit Step 1 of 5

1. Owner Information | 2. Well Location | 3. Well Construction Information | 4. Comments and File Attachments | 5. Drilling Certification

Well Owner Information

As the applicant, you are responsible for verifying the accuracy of the data. Please verify the accuracy and currency of the owner data, and then click the Next Button.

Owner:* WAL-MART STORES EAST LP   State:* AR
Address:* PROPERTY TAX DEPT 8013   ZIP:* 72716 0001
City:* BENTONVILLE   Telephone:

Next -->

After verifying the accuracy of the data (or making any changes), click the **Next** button, as shown above, the **Step 2 of 5 - Well Location Tab** loads, see Section 8 for additional instructions.

7.2 Add New Record

If there is no matching record, add the owner information, and then click the **Next** button. The **Step 2 of 5 - Well Location Tab** loads, see Section 8 for additional instructions.

Note: Owner Name and Address fields are limited to 32 characters.

8 Step 2 of 5: Well Location Tab

The **Permit Step 2 of 5 - Well Location Tab** pre-populates any additional available real property information from the County Property Appraiser's office, as shown below:

After verifying that the information is correct and is formatted correctly, enter any additional data available, and then click the **Next** button. The Step 3 of 5: Well Construction Information Tab loads. See Section 9 for further instructions.

9 Step 3 of 5: Well Construction Information Tab

Enter data into all required fields (marked with a red asterisk), and then click the **Next** button.

After clicking the **Next** button, the **Step 4 of 5 - Comments and File Attachments Tab** loads. See Section 10 for further instructions.

10 Step 4 of 5: Comments and File Attachments Tab

The **Comments and File Attachments Tab**, shown below, offers the following functionality:

1. Add Comments (See 10.1)
2. Add File Attachments (See 10.2)

10.1 Add Comments

To add a comment, enter text into the **Comments** field (up to 255 characters), shown below:

10.2 Add File Attachments

If you have any documents you would like to upload for the District reviewer to take into consideration while reviewing your application, follow these steps:

Click the **Browse** button, as shown below:
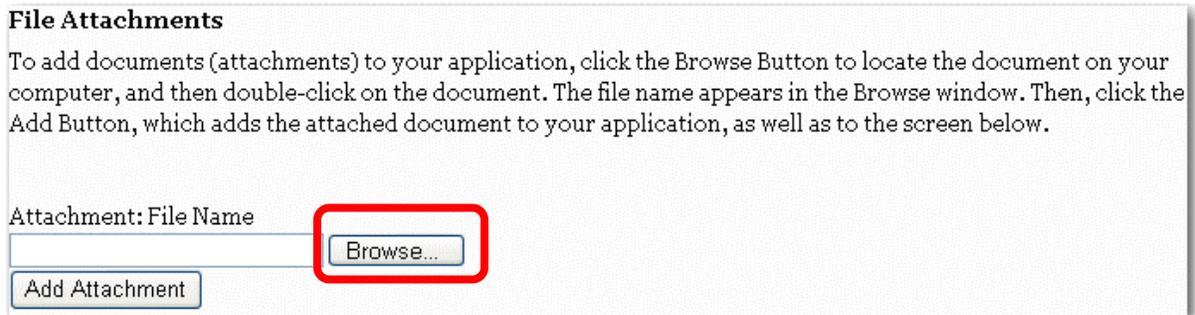
The **Choose File** dialog opens, as shown below:
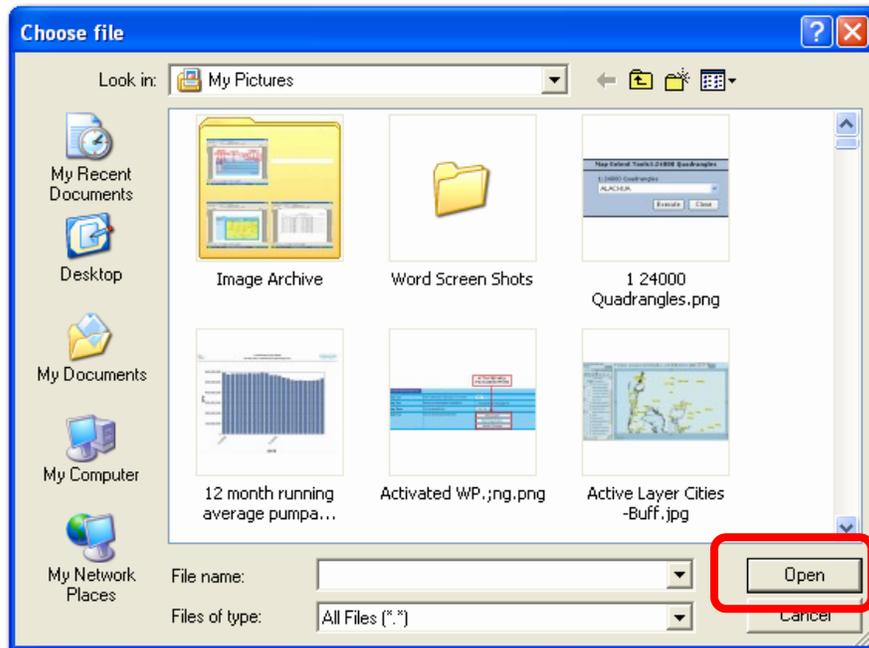
Choose a file to attach, and then click the **Open Button,** shown above.

The **New Permit - Step 4 of 5** page loads again, and the file name is displayed in the **Attachment: File Name** text box, as shown below:

Click the **Add Attachment** button, and the file is attached to your online application, as shown below:

To delete the attachment, click the **Delete** button, shown above.

To move forward in the application submittal process, click the **Next** button. The **Step 5 of 5: Drilling Certification Tab** loads. See Section 11 for further instructions.

11 Step 5 of 5: Drilling Certification Tab

For each question shown below, if you agree, choose **Yes**.

You can also preview a draft of the application containing all the information submitted thus far. Click the **Preview** button, shown below, to view the draft application.

Permit Step 5 of 5

| 1. Owner Information | 2. Well Location | 3. Well Construction Information | 4. Comments and File Attachments | 5. Drilling Certification |

Drilling Certification

I hereby certify that I will comply with the applicable rules of Title 40, Florida Administrative Code, and that a water use permit or artificial recharge permit, if needed, has been or will be obtained prior to commencement of well construction. I further certify that all information provided on this application is accurate and that I will obtain necessary approval from other federal, state, or local governments, if applicable. I agree to provide a well completion report to the District within 30 days after drilling or the permit expiration, which ever occurs first.

Do You Agree? Yes ▾ *

I certify that I am the owner of the property, that the information provided is accurate, and that I am aware of my responsibilities under Chapter 373, Florida Statutes, to maintain or properly abandon this well; or, I certify that I am the agent for the owner, that the information provided is accurate, and that I have informed the owner of his responsibilities as stated above. Owner consents to personnel of the WMD or a representative access to the well site.

Do You Agree? Yes ▾ *

Preview Application

To preview your permit application, click the Preview Application button below. This will open the permit application, with a DRAFT stamp in the top right corner, in Adobe PDF format. If Adobe Reader is not installed on your computer, you will need to download a free copy at www.adobe.com. If you need to change anything on the permit application, use the Previous button on the bottom left corner of the screen, until you reach the screen requiring the change.

[Preview Application]

[<-- Previous]   [Next -->]

If you need to make any changes to the application, click the **Previous** button, shown above, until the page requiring the change(s) is displayed. Make any desired change(s) and then click the **Next** button until the **Step 5 of 5 - Contractor Certification Tab** appears.

Then, click the **Next Button**. The **Payment Page** loads, see Section 12 for further instructions.

12 Payment Page

The **Payment Page,** shown below, allows the following two choices:

1.   Pay By Credit Card (See 12.1)
2. Pay By Cash (See 12.2)

Online Payment

Your permit application has been saved. Please use the form below to submit payment for your new permit application. Your application will not be submitted to the Southwest Florida Water Management District for review until your payment has been processed. You may retrieve this application at a later time (using the Permit Search link) and submit your online payment. This is a Thawte® secure site. Using the information you supply below, your application fee will be processed by Point-and-Pay after you click 'Process Payment'. This site does not record your credit card information once your transaction is completed.

Please note that payment by credit/debit card is provided as a service through Point And Pay, Inc. A convenience fee is required for use of this service. Once your payment has been submitted you will not be able to make changes to your permit application or any associated attachments. If you need to make changes to your permit application, please contact the Southwest Florida Water Management District.

Confirm Payment
Southwest Florida Water Management District

Date/Time:	10/24/2006 1:06:50 PM	Well Address:	7305BROAD ST
Clerk:	Online Payment	Transaction ID:	585353
Type:	Well Construction		

Charges

Sub Total:	$ 50.00
Convenience Fee:	$ 2.00
Total:	$ 52.00

Do you have a receipt number [No ▼]

Please enter your credit card information

Name on Card:	[ ] *	Billing Address:	[ ] *
Card Number:	[ ]-[ ]-[ ]-[ ] *	Billing City:	[ ] *
Expiration Date:	Month [▼] Year [▼] *	Billing ZIP:	[ ]-[ ] *

[Process Payment -->]

We accept Visa®, MasterCard®, American Express® and Discover® credit cards.
We accept debit cards with a Visa® or MasterCard® logo.

* = Required Field

🅣 thawte™
it's a trust thing

12.1 Pay By Credit Card

To pay by credit card, please enter your financial information into the fields shown below.

Please enter your credit card information

Name on Card:	_____ *	Billing Address:	_____ *
Card Number:	___-___-___-___ *	Billing City:	_____ *
Expiration Date: Month	▾ Year ▾ *	Billing ZIP:	___-___ *

Then click the **Process Payment** button.

Note: If the system cannot process your credit card, you will get a message that your credit card was not accepted, and you will need to use a different credit card, or pay by cash. To pay by cash, see Section 12.2 for further instructions.

The **Payment Approval** page loads see Section 13 for further instructions.

12.2 Pay By Cash

To pay by cash, bring your cash payment into any District Office. The cashier will issue you a receipt with a **Receipt Number**. Choose **Yes** to the **Do you have a receipt number** question, and enter the **Receipt Number.**

Do you have a receipt number [Yes ▾]
Please enter your receipt number:
Receipt Number: [_____]

[Process Payment -->]

Click the **Process Payment Button.** The **Payment Approva**l page loads, see Section 13 for further instructions.

13 Payment Approval Page

The **Payment Approval Page**, shown below, gives you your permit number and offers the following functionality:

1. Print Permit Application (See 13.1)

2. Print Receipt (See 13.2)

13.1 Print Permit Application

Click the **Print Permit Application Button**, shown above, to print the application, and the WCP application opens in a new window. A sample is shown below:

13.2 Print Receipt

Click the **Print Permit Receipt** button to print the payment receipt. A sample receipt is shown below:

To close the **Receipt** window, click the green **Close link.**

14 Submit Completion Report

To submit a **Completion Report**, open the **Search Permits** page and locate the permit (See Section 3.3 for further instructions).

Then, click the **Submit Completions** button next to the permit in question, as shown below:

The **Completion Overview** page loads, as shown below:

Click the **Edit** button, and the **Completions** page opens, as shown below:

(This image has two parts, the send part is on the next page)

Fill in all required fields, then click the **Save** button. The **Completion Overview Page** loads, as shown below:

To save the **Completion Report** without submitting it, click the **Save** button.

To cancel the **Completion Report** for one ore more wells, click the **Cancel** check box.

To view the actual permit, click the **View Permit Image** button.

To submit the **Completion Report**, click the **Submit** button.   The **Completion Report** will be forwarded to the District.

Note: If there are multiple wells, you must complete all associated completions (or cancel any wells) before the system will accept the completions.

15 Data Disclaimers

Parcel Data Disclaimer

Accuracy of Parcel Boundaries: The accuracy of parcel data varies widely both within and between counties. Errors ranging from a few feet to 10 or 100 feet are often encountered.

Format of Parcel Identifier: There is considerable inconsistency in the way parcel numbers are presented. It is not uncommon to see them formatted differently on your tax records, real estate listings and property appraiser web sites. The format that the online submittal system uses is that which is provided to the District from the property appraiser.

(3) Accuracy and Currency of Data. Each county has its own schedule for the updating of parcel data, and its own process for quality assurance. Because of the varied update and quality assurance methodologies utilized by each County, the District is unable to certify the accuracy and/or currency of parcel data.

Address Data Disclaimer

The address entered on the Location Page may not match exactly when it displays on the map. Here's why:

All online mapping services (Mapquest, etc.) that provide address matching utilize a geocoding service, which works like this: the address is calculated by taking the length of the road, the number of addresses on the road, and calculating an estimate.

For example, if ABC Road is one mile long, the first address is 1000 and the last address is 1999, then 1500 ABC Road will be plotted at the .5-mile mark.