

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT



Appian Guide / Modify an Existing Permit

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MODIFY AN EXISTING PERMIT

On October 1, 2013, the Statewide Environmental Resource Permit (SWERP) rules went into effect. If you have questions about which permits can be modified or now require a new permit, please contact our Engineer of the Day, or schedule a pre-application meeting to discuss your project.

To modify an existing permit, you will need to apply through the 'Modify an Existing Permit' process.

1. Log into your account and click on 'Apply for Permit or Request Exemption'.
2. Select the 'Environmental Resource Permit' button.
3. Then click on 'Modify an Existing Permit'

Apply for Permit or Request an Exemption

Submit Compliance

Make A Payment

View Submissions

Search Permit Records

District Forms & Frequently Asked Questions

Apply for a Permit

Environmental Resource Permit
(Includes Requesting an Exemption)

Water Use Permit

Well Construction Permit

Environmental Resource Permit

Attention (click for more information)

An Environmental Resource Permit (ERP) is required before beginning any construction activity that would affect wetlands, alter surface water flows, or contribute to water pollution.

The Southwest Florida Water Management District is authorized by Part IV of Chapter 373, Florida Statutes, to issue permits for the construction, operation, alteration, abandonment, or removal of any surface water management system. The Environmental Resource Permits issued by the District relate to these activities: Conceptual Permit
Conceptual Permit – Urban Infill or Redevelopment Individual Permit – Construction
General Permit – Construction.

Depending on the project for which you are applying, and the information provided, you may find that you are exempt from requiring a permit. However do not assume you are exempt.

Quick Resources

APPLY FOR NEW PERMIT/REQUEST EXEMPTION

MODIFY AN EXISTING PERMIT

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SEARCH FOR AN EXISTING PERMIT

- Using the search fields, search for the permit you intend to modify by entering criteria in one of the available fields and click 'Search'.

Search for an Existing Permit
Please enter your search information to select the permit to view.

Environmental Resource Permit

It is only necessary to provide information in 1 option

Application ID	Enter an Application ID	Project Name	Enter Project Name
Permit Revision Number	12345.678 or 12345	Permit Type	Choose a Permit Type
Permittee	Enter Permittee Name	Rule	Choose Permit Type to Select a Rule
Issue Date	mm/dd/yyyy mm/dd/yyyy	County	Choose a County
	From To		From To

- In the Permit List, identify the permit by clicking on its row, then click 'Continue'.

Permit List

Select a Row

Permit	Rev	Application ID	Project Name	Permittee	Permit Type	Rule	Issue Date	Expiration Date	County
26789	0	53428	Mainsail Office Facility Parking Expansion	IPC Florida III, LLC	Standard General		5/12/2004	5/12/2009	Hillsborough

- Review the applicable rule(s) (to view the rule language click on the rule number link). Depending on the permit type you are wanting modifying will depend on which type of modification choice will appear. For example, for an Individual there will be five options to choose from. Once you choose the type of modification, you will select modify.

Application Information

Permit Number	26789	Application ID	53428
Revision Number	0	Permit Type	Standard General
Project Name	Mainsail Office Facility Parking Expansion	Issue Date	5/12/2004
		Expiration Date	5/12/2009

Type of Modification

☐ Executive Order Permit Extension Request Rule (252.363, F.S.)

☒ ERP Modification Short Form - 5-Year Extension (40D-4.331(4), F.A.C.)

☐ ERP Modification Short Form - Non-Substantial Changes (40D-40.331(2)(b) F.A.C.)

☐ Major Modification - Requests that do not qualify for a minor modification (Refer to Section 6.2.1(d), AHV) (62-330.315(3) F.A.C.)

☐ Minor Modification - Conversion of ERP/MSSW to SWERP (62-330.315(4)(b), F.A.C.)

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Note: If you only need to make administrative changes (ownership change, 5-year extension request, conversion of ERP to SWERP, or Executive Order request) you will only need to verify the General (permit) Information, provide updated Applicant (contact) Information, and attach any supporting documents.

7. On the General information page, verify the Permit Modification Information is correct

General Information

Project NameMainsail Office Facility Parking ExpansionDraft Application ID: 1000495

Note: Information provided below are details from the permit you have selected to modify.
Please review the information and make sure you have selected the correct permit.
Confirm your changes and click 'Continue' to proceed.

Permit Modification Information					
Permit Number	26789	Permit Type	Standard General	Issue Date	5/12/2004
Revision Number	0	Activity Type	COMMERCIAL	Expiration Date	5/12/2009
Application ID	53428	Project Type	PARKING LOT	Operation Date	1/13/2005
Permittee	IPC Florida III, LLC	O/M Entity	IPC Florida III, LLC		
Rule(s)					

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8. Zoom in to the Project Boundary on the map you wish to plot and answer the question for Other Changes then click Continue.

Project Boundary Information

County
Hillsborough

Section	Township	Range
6	29	18

ERP Application

SWFWMD ERP Application Editor

Lat: ° ' "
Long: ° ' "
Zoom

Find address or place

Other Changes

Are you requesting any other changes to the permit other than a 5-year extension, Executive Order request, Ownership or Operation & Maintenance change, or Conversion of an ERP to SWERP? *

☒ No
☐ Yes

By selecting no, you are confirming that the only changes you are making to this permit are for one or more of the following administrative changes; Conversion of an ERP to SWERP, Ownership Change, Executive Order(s) or 5-Year Extension.

CANCEL

CONTINUE

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APPLICANT INFORMATION

9. The existing 'Project Name' for the permit being modified will auto populate. Editing the 'Project Name' can be done on any step of the application. Your 'Draft Application ID' will populate to the right and will become your ERP Application ID after submittal. The milestone menu on the left will help you identify which step of the application you are on. You can navigate back to any step by clicking on the appropriate choice. The system will not allow you to skip any step by navigating forward. Select the 'Contact Type'.

General Information

Applicant Information

Attach Documents

Confirm Submittal

Favorite Contacts >

Applicant Information

Project Name 

Draft Application ID: 1000498

★You may continue with the application or provide information for additional contacts by clicking on 'Assign Additional Contacts'

Contacts For This Application

ASSIGN ADDITIONAL CONTACTS

Contact Type	Name	Favorite
✕ Environmental Consultant	Michael J. Thompson, P.E. Michael Thompson Engineering, Inc. 10000 N. 10th Ave. Suite 100 Phoenix, AZ 85020	☆
✕ Operation & Maintenance Entity	City of Phoenix 1000 N. Central Ave. Phoenix, AZ 85004	☆
✕ Applicant/Permittee	City of Phoenix 1000 N. Central Ave. Phoenix, AZ 85004	☆
✕ Inspection Engineer	Michael Thompson, P.E. Michael Thompson Engineering, Inc. 10000 N. 10th Ave. Suite 100 Phoenix, AZ 85020	☆
✕ --- Select Contact Type ---	Michael Thompson, P.E. Michael Thompson Engineering, Inc. 10000 N. 10th Ave. Suite 100 Phoenix, AZ 85020	
✕ Submitter	Michael Thompson, P.E. Michael Thompson Engineering, Inc. 10000 N. 10th Ave. Suite 100 Phoenix, AZ 85020	

Please Provide a Contact Type

Show Contact Type Descriptions

CONTINUE

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For detailed descriptions of the contact types, click on ‘+Show Contact Type Descriptions’.

Contact Type	Description
Applicant/Permittee	A Person or entity to whom the District is issuing a permit who typically owns or controls the property.
Co-Applicant/Co-Permittee	Additional applicant/permittee.
Engineer/Consultant	The engineer or consultant responsible for the project's design.
Engineer/Consultant Firm	The engineer or consultant firm responsible for the project's design.
Environmental Consultant	The environmental Consultant on the application.
Operation and Maintenance Entity	The proposed entity responsible for the operation and maintenance of the stormwater facility.
Co-Operation and Maintenance Entity	Additional operation and maintenance entity.
Contact-Other	Any other person or entity with interests in this project.

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10. The contact information for the permit you are modifying will auto-populate. Verify, remove, or add the appropriate Applicant and Contact Information. You can also change the contact type for each entity by selecting the dropdown and choosing another type from the dropdown list.

[illegible]

LOCATION INFORMATION

Depending upon the referenced rule, this step may be omitted during the application submittal process.

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PROJECT INFORMATION

11. Details for the permit you are modifying will be displayed along with the rule(s) you previously selected. Complete the 'Project Information' section and provide a 'Project Description', then click on 'Continue'. This section will not be applicable for Minor Modification types.

Rules to Apply to Modification		
Below are the rules you have selected.		
Rule Number	Modification Type	Description
You must select at least one rule to continue your application.		
☐	Executive Order Permit Extension Request Rule (252.363, F.S.)	
☐	ERP Modification Short Form - 5-Year Extension (40D-4.331(4), F.A.C.)	
☐	ERP Modification Short Form - Non-Substantial Changes (40D-40.331(2)(b), F.A.C.)	
☐	Major Modification - Requests that do not qualify for a minor modification (Refer to Section 6.2.1(d), AHVI) (62-330.315(3), F.A.C.)	
☐	Minor Modification - Conversion of ERP/MSSW to SWERP (62-330.315(4)(b), F.A.C.)	

Project Information	
Total Project Area for which a Permit is sought (Acres)*	Total Impervious and Semi-Impervious Area for which a Permit is sought (Acres)*
Example: 10.5	Example: 10.5
Is this Application for Part of a Multi-Phase Project? *	
☐ Yes ☐ No	
Is project a Public Highway? *	
☐ Yes ☐ No	
Are any of the activities described in this application proposed to occur in, on, or over wetlands or other surface waters? *	
☐ Yes ☐ No	
Has this project been approved as a joint water management program, or other project of mutual benefit to the applicant and the District, as defined by Chapter 373, Subsections 373.0695(2)(d) and (3), 373.1961, and 373.451 F.S. (i.e. Cooperative Funding Initiative [CFI])? *	
☐ Yes ☐ No	
Are you requesting authorization to use State Owned Submerged Lands?	
☐ Yes ☐ No	
This permit application is being made in accordance with F.S. 380.0657 (Expedited permitting process for economic development projects) for a project that qualifies as meeting the definition of a target industry business under F.S. 288.106.	
☐ Yes ☐ No	

Project Description
Describe in general terms the proposed project, system, works, or other activities. For permit modifications, please briefly describe the changes requested to the permit. *
0/500

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ATTACH DOCUMENTS

12. You can 'Drag' and drop up to 10 files at a time or upload one file at a time. **Do not upload copies of checks!**

Upload Documents

Drag & Drop up to 10 files at a time. Or click 'Upload' to find your saved document(s).

The following file types may be uploaded: jpg, jpeg, png, tif, tiff, gif, bmp, pdf, txt, rtf, doc, xls, docx, xlsx, pptx, ppsx, sldx, dwf, dwg, dxf, csv, rpt, gvw, shx, dbf, prj, sbn, sbx, shp, shp.xml, hyd, icpr, ifl, prn, rti, RVF, SAN, SCS and tmr files

Do not upload copies of checks !
If document(s) uploaded have confidential information or are Public Records Exempt contact the District's Public Record Custodian.
**Do not upload documents with special characters in the title such as & * / **

13. Once uploaded, provide the 'Document Type' for each attached document. Click the refresh button to preview the documents you uploaded. You can select the red X to delete any you may have uploaded unintentionally.

Document Type	File Name	Preview	Remove
--- Select a Document Type ---	 [blurred]		
--- Select a Document Type ---	 [blurred]		
--- Select a Document Type ---	 [blurred]		

When all files populate in grid, use the drop down list in each row to select the correct Document Type. Click on 'Document Type Help' at left for descriptions.

SUBMITTER AGREEMENT

It is required that you agree to both statements under this step to proceed.

14. Review and Agree to Submitter Agreement Statements by checking "I Agree" to both statements then select continue.

Submitter Agreement

Project Name  **Draft Application ID: 1000499**

Please read and agree with the below statements in order to proceed with your application.

* ☐ I agree

I certify that I possess sufficient real property interest in or control, as defined in Section 4.2.3 (d) of Applicant's Handbook Volume I, over the land upon which the activities described in this application are proposed and I have legal authority to grant permission to access those lands. I hereby grant permission, evidenced by my signature below, for staff of the Agency to access, inspect and sample the lands and waters of the property as necessary for the review of the proposed works and other activities specified in this application, upon advance notice. I authorize these agents or personnel to enter the property as many times as may be necessary to make such review, inspection, and/or sampling. Further, if a permit is granted, upon advance notice, I agree to provide entry to the project site for such agents or personnel with proper identification to determine compliance with permit conditions and permitted plans and specifications.

Or, I represent an entity having the power of eminent domain and condemnation authority, and I/we shall make appropriate arrangements to enable staff of the Agency to legally access, inspect, and sample the property as described above.

* ☐ I agree

By submitting this application, I am applying for the permit and any proprietary authorizations identified above, according to the supporting data and other incidental information filed with this application. I am familiar with the information contained in this application and represent that such information is true, complete and accurate. I understand this is an application and not a permit, and that work prior to approval is a violation. I understand that this application and any permit issued or proprietary authorization issued pursuant thereto does not relieve me of any obligation for obtaining any other required federal, state, water management district, or local permit prior to commencement of construction. I agree to operate and maintain the permitted system unless the permitting agency authorizes transfer of the permit to a different responsible operation and maintenance entity. I understand that knowingly making any false statement or representation in this application is a violation of Section 373.430, F.S. and 18 U.S.C. Section 1001.

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Note: If you have selected a minor modification or short form modification rule for “Non-Substantial Changes” you will click on ‘Submit Modification’.

SUBMIT PAYMENT

If you have selected a Major modification rule you will receive the payment step.

- 15. Select “Yes” or “No” to the two questions in the ‘Adjustment of Fees’ section.
- 16. Click on ‘View Fee Schedule’ to view a current copy of the SWERP fee schedule.

Please answer the remaining questions to continue and choose ‘Pay Later’ or ‘Pay Now’ to proceed.

Adjustment of Fees

Is this application being filed by on behalf of an entity that is eligible for a fee reduction?

☐ Yes ☐ No

Are you re-applying for a permit that has been withdrawn within the last 365 days?

☐ Yes ☐ No

View Fee Schedule

>

☐ PAY LATER ☐ PAY NOW

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PAY NOW

17. Credit cards, eCheck or a District Receipt Number are accepted forms of payment. Click on 'Pay Now' to pay for your application submittal.
18. Select the payment option you will be using, enter the payment amount, and complete the required fields for processing your payment. Select 'PROCESS PAYMENT' once complete.

Select Payment Method

PAYMENT TYPE

☒ Credit Card
☐ Receipt
☐ eCheck

Enter Payment Amount *

US Funds

Credit Card Information

Please enter the following information regarding your payment method.

Name on Card *

Is this a company credit card? *

☐ Yes ☐ No

Card Number *

Expiration Date

Month ▼

Year ▼

Billing Address

Country *

Please select a value ▼

Use the drop down arrow to change countries

Address *

Type in your mailing address.

Address (line 2)

Type in your apartment or lot number if necessary

City *

-- Please enter a City --

Use the drop down to select your state

State *

-- Please select a State -- ▼

Postal Code

-- Please enter a Zip Code --

CHECK ADDRESS

This is a secure site. Using the information you supply, 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. Note that payment by credit/debit card is provided as a service through Point And Pay, Inc. Once your payment is processed 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.

BACK

PROCESS PAYMENT

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A pop-up box will appear asking for confirmation of application submittal. Click 'Confirm' to continue with submittal or 'Cancel' to return to the 'Submit Payment' page.

Confirm Application Submittal

Please confirm you want to pay and submit your application at this time.

CANCELCONFIRM

19. Confirmation of processing your payment will populate. Click Continue.

Application ID
1000500

Project Name
[REDACTED]

Your payment was successful!

Please click the CONTINUE button to view your receipt and confirmation.

CONTINUE

PAY LATER

20. Click on 'Pay Later' to submit your application without payment. Payment will be required prior to the permit being issued.

21. Click 'Continue'

Adjustment of Fees

Is this application being filed by on behalf of an entity that is eligible for a fee reduction?

☐ Yes ☒ No

Are you re-applying for a permit that has been withdrawn within the last 365 days?

☐ Yes ☒ No

View Fee Schedule

☒ PAY LATER ☐ PAY NOW

BACK

SUBMIT

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A pop-up box will appear asking for confirmation of application submittal without payment. Click 'Yes' to continue with submittal or 'Cancel' to return to the 'Submit Payment' page.

Confirm Application Submittal

Did you want to submit your application without paying?

CANCEL

CONFIRM

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CONFIRM SUBMITTAL

Your application has been successfully submitted to the District. Download a copy of your payment receipt if you submitted payment by clicking on the 'Payment Receipt' button.

1. Download a copy of your Application by clicking on the 'Application' button or a copy of the receipt by clicking Payment Receipt.
2. If you would like to email a copy of the application to the applicant or another party, enter the email address and click 'Send Email'. The 'Payment Receipt' and/or 'Application' documents are automatically attached to each email sent.
3. Click Generate Manifest to create a manifest for multiple documents uploaded.
4. There is a customer satisfaction survey as well if you would like to fill that out by selecting the customer satisfaction survey link.

Your application has been successfully submitted to the District
Your payment was successful

Applicant Information	ERP Application ID: 1000500	Project Name: [REDACTED]
Location Information	Submitted Date: 7/30/2025	Modified Permit and Revision: [REDACTED]
Project Information	Amount: \$100.00	Application Type: [REDACTED]
Attach Documents		
Submitter Agreement		
Submit Payment		
Confirm Submittal		

[Payment Receipt](#) [Application](#)

Engineer Electronic Signature File

Note: If this document needs to be Signed and Sealed, you will need to create a Manifest document by clicking the Create Manifest Button below.

Once the Manifest Document is created, you will need to print the document to sign and seal and then upload the manifest to the submitted application under 'My Submissions'. Please do not mail the original manifest to the District.

[CREATE MANIFEST DOCUMENT](#)

Email Confirmation

Recipients

Please enter the email addresses separated by a ";": eg: ePermittingHelpDesk@watermatters.org; WebMaster@watermatters.org

[SEND EMAIL](#)

Customer Satisfaction Survey

Customer Satisfaction Survey

Please click the link above to take a customer satisfaction survey about your application experience today.

[RETURN HOME](#)

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