Southwest Florida Water Management District

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
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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:

![Retrieve Lost Password](image)

Your password has been emailed to cara123.

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

```plaintext
*** 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 'swfwmid'.

*** 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:

![Contractor Profile](image)

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.

---

### 2.3.2 Register Home Owner

To register as a home owner, click the **Home Owner** checkbox as shown below.
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  [ ]
First Name | Middle Initial | Last Name

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.

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.

My Account Information

License: g380  
Contractor: CARA MIA VALENTINO

Company: TRINIDAD AND TOBAGO INVESTORS, INC
Address 1: 123 ISLAND BREEZE WAY  
Phone: 863-660-9333
Address 2: TRINIDAD  
Fax: 
City: WEST INDIES  
Cell: 863-660-9333
State: FLORIDA  
ZIP Code: 33860
Email: Cara.Valentino@SWFWMD. STATE. FL.US

(Optional) User ID: cara123
You are logged in as: cara123
Online Permitting Status: Active

Edit Profile

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

Profile Edit

License: g380  
Name: CARA MIA VALENTINO
Company: TRINIDAD AND TOBAGO INVESTORS, INC  
* Phone: 863 - 660 - 9333
Address 1: 123 ISLAND BREEZE WAY  
Fax: 
Address 2: TRINIDAD  
Cell: 863 - 660 - 9333
City: WEST INDIES
* Email: Cara.Valentino@SWFWMD. STATE. FL.US
State: FL  
Confirm Email: Cara.Valentino@SWFWMD. STATE. FL.US
ZIP Code: 33860 -

To change your password enter it in the boxes below. To keep your current password leave these fields blank.

Password: *  
Confirm Password: *

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

* Select a login name that differs from my email address.

User ID: cara123  
Confirm User ID: cara123

Save

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.

![Permit Search Form]

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:

![Permit Search Form with Incomplete Status]

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:

![Permit Search](image)

2 records found.

<table>
<thead>
<tr>
<th>Well Owner</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH PROPERTIES</td>
<td>10/23/2006</td>
</tr>
<tr>
<td>EXCEL REALTY TRUST INC</td>
<td>10/23/2006</td>
</tr>
</tbody>
</table>

To delete a saved application, click the Delete Icon ☑️. 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:
To request an extension of time, click the **90 Day Extension** button, shown above. The following window opens:

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

The **Extension Approval** page loads, as shown below:
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 12:30:00 PM. Please keep a copy of this confirmation with your permit at the construction site.

If further assistance is required, please contact Sonia Beall at (302) 796-7211 or 1 (800) 423-1475 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:

Do you have a Water Use Permit?

Is this well or any other well or water withdrawal on the owner's contiguous property covered under a Consumptive/Water Use Permit (CUP/WUP) or CUP/WUP application?  

No

Note:

- If yes the information below is required.
- Revision number is not needed

WUP Number: 20  
District ID:  

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)

Well Location

To assist in the completion of the application, information can be prepopulated based on the location of the Well Construction Permit.

The location of the Well Construction Permit can be based on the anticipated location of a to-be-drilled well (if a single well application) or the approximate centroid of all the wells (if a multiple well application). If you know the Latitude/Longitude coordinates of the Permit, enter them in the textboxes below. If you don’t know the coordinates, you may use one of the other Zoom options to use the map to determine the location of your Permit.
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.
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:
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:

**Comments**
To add a comment to your application, enter data into the Comments field below. A District representative will be able to read your comment during the review of your application.

Comment:

**File Attachments**
To add documents (attachments) to your application, click the Browse Button to locate the document on your computer, and then double-click on the document. The file name appears in the Browse window. Then, click the Add Button, which adds the attached document to your application, as well as to the screen below.

Attachment: File Name

Add Attachment
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:

**File Attachments**

To add documents (attachments) to your application, click the **Browse** button to locate the document on your computer, and then double-click on the document. The file name appears in the **Browse** window. Then, click the **Add** button, which adds the attached document to your application, as well as to the screen 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:

![Attachment: File Name](image)

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.
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

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>10/24/2006 10:50:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk</td>
<td>Online Payment</td>
</tr>
<tr>
<td>Type</td>
<td>Well Construction</td>
</tr>
<tr>
<td>Well Address</td>
<td>7305 BROAD ST</td>
</tr>
<tr>
<td>Transaction ID</td>
<td>585333</td>
</tr>
</tbody>
</table>

Charges

<table>
<thead>
<tr>
<th>Sub Total</th>
<th>$50.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convenience Fee</td>
<td>$2.00</td>
</tr>
<tr>
<td>Total</td>
<td>$52.00</td>
</tr>
</tbody>
</table>

Do you have a receipt number? [No] [Yes]

Please enter your credit card information

Name on Card: [ ]
Card Number: [ ]
Expiration Date: [ ]
Billing Address: [ ]
Billing City: [ ]
Billing ZIP: [ ]

Process Payment ->

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

12.1 Pay By Credit Card

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

Click the **Process Payment Button**. The **Payment Approval** 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)

Payment Receipt

Your Payment was Approved. Your permit application will now be submitted to the Southwest Florida Water Management District for review. You may check the status next time you login.

You may not begin well construction until you receive your signed approved permit from the District.

Southwest Florida Water Management District

<table>
<thead>
<tr>
<th>Date/Time:</th>
<th>10/24/2006 11:30:05 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk:</td>
<td>Online Payment</td>
</tr>
<tr>
<td>Type:</td>
<td>Well Construction</td>
</tr>
<tr>
<td>Well Address:</td>
<td>7905 SR 940 ST, Brooksville</td>
</tr>
<tr>
<td>Permit ID:</td>
<td>744873</td>
</tr>
<tr>
<td>Payment ID:</td>
<td>999999</td>
</tr>
</tbody>
</table>

Billing Address

| Name on Card:       | Joan Q Public          |
| Card Number:        | **********123456       |
| Expiration Date:    | 01/08                  |
| Billing Address:    | 123 Any Street         |
| Billing City:       | Any Town               |
| Billing ZIP Code:   | 12345-12345            |

Charges

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

Print Permit Application

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:

![Search Permits Page](image)

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 or 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.