



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?

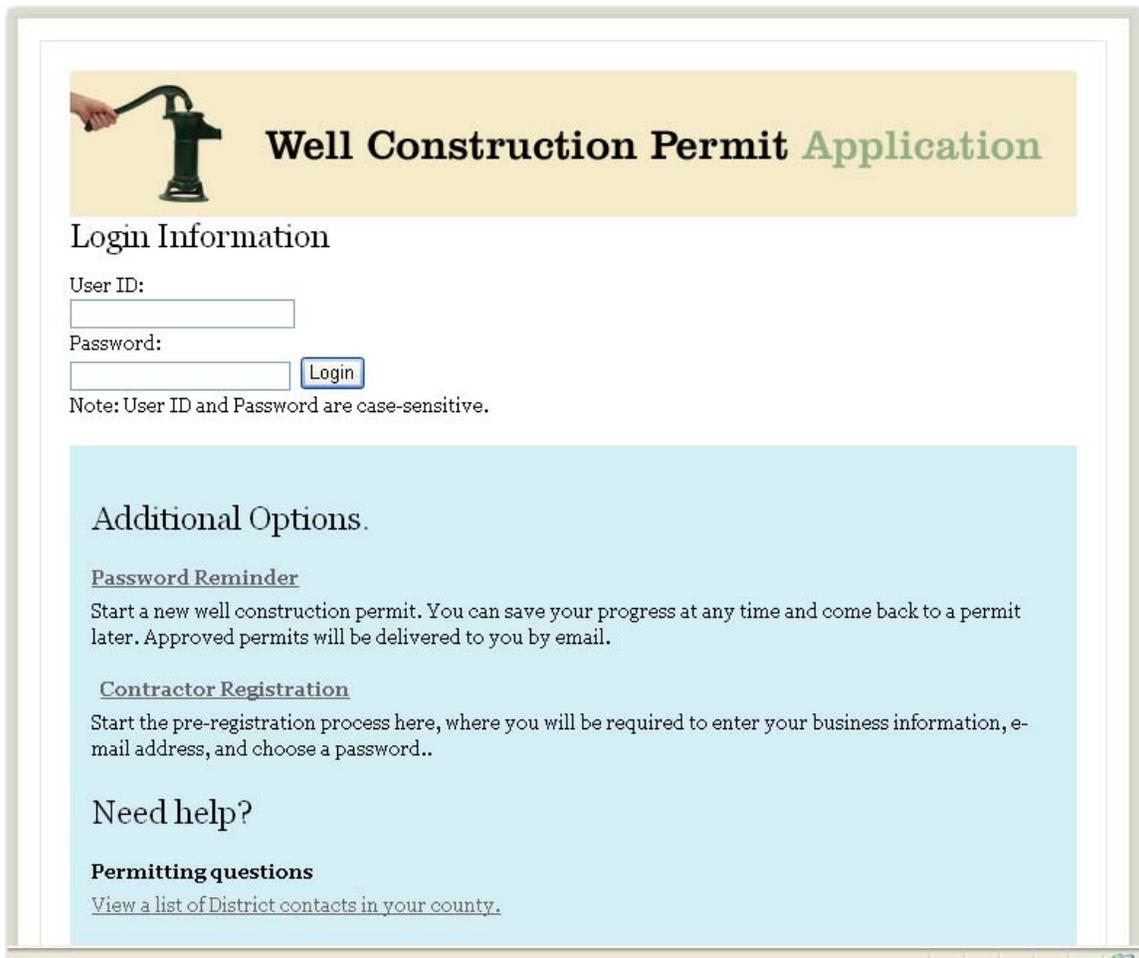
- Computer Access
- Internet Connection
- Printer
- Valid e-mail Address
- Credit or Debit Card (with Visa/MC logo)
- Pre-Registration

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:

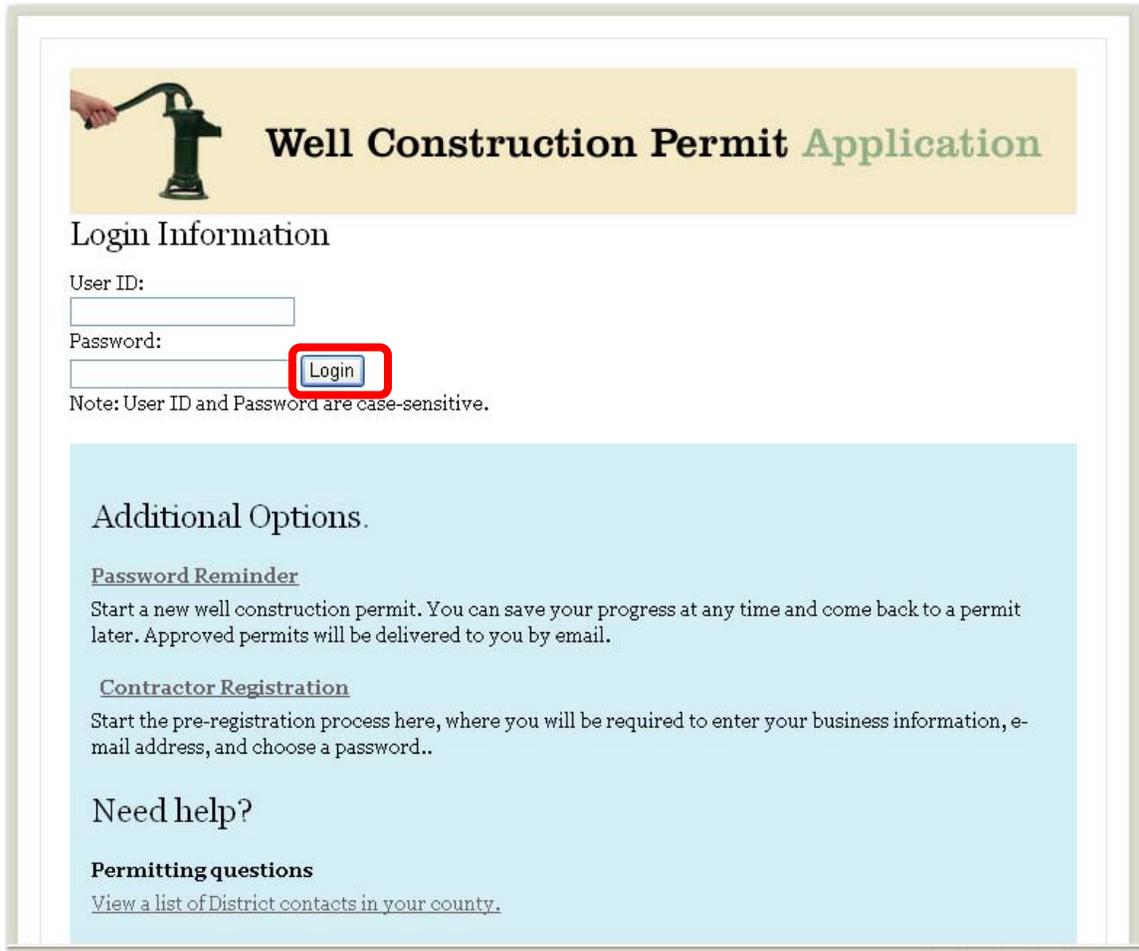
1. Login (See 2.1)
2. Password Reminder (See 2.2)
3. Contractor Registration (See 2.3)



The screenshot shows a web application interface. At the top, there is a yellow banner with an image of a hand operating a well pump on the left and the text "Well Construction Permit Application" in green on the right. Below the banner, the heading "Login Information" is displayed. Underneath, there are two input fields: "User ID:" followed by a text box, and "Password:" followed by a text box and a blue "Login" button. A note below the fields states: "Note: User ID and Password are case-sensitive." Below this is a light blue section titled "Additional Options." which contains two links: "Password Reminder" and "Contractor Registration". Under "Contractor Registration", there is a short paragraph of text. At the bottom of the light blue section, there is a heading "Need help?" followed by a sub-heading "Permitting questions" and a link: "View a list of District contacts in your county."

2.1 Login

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

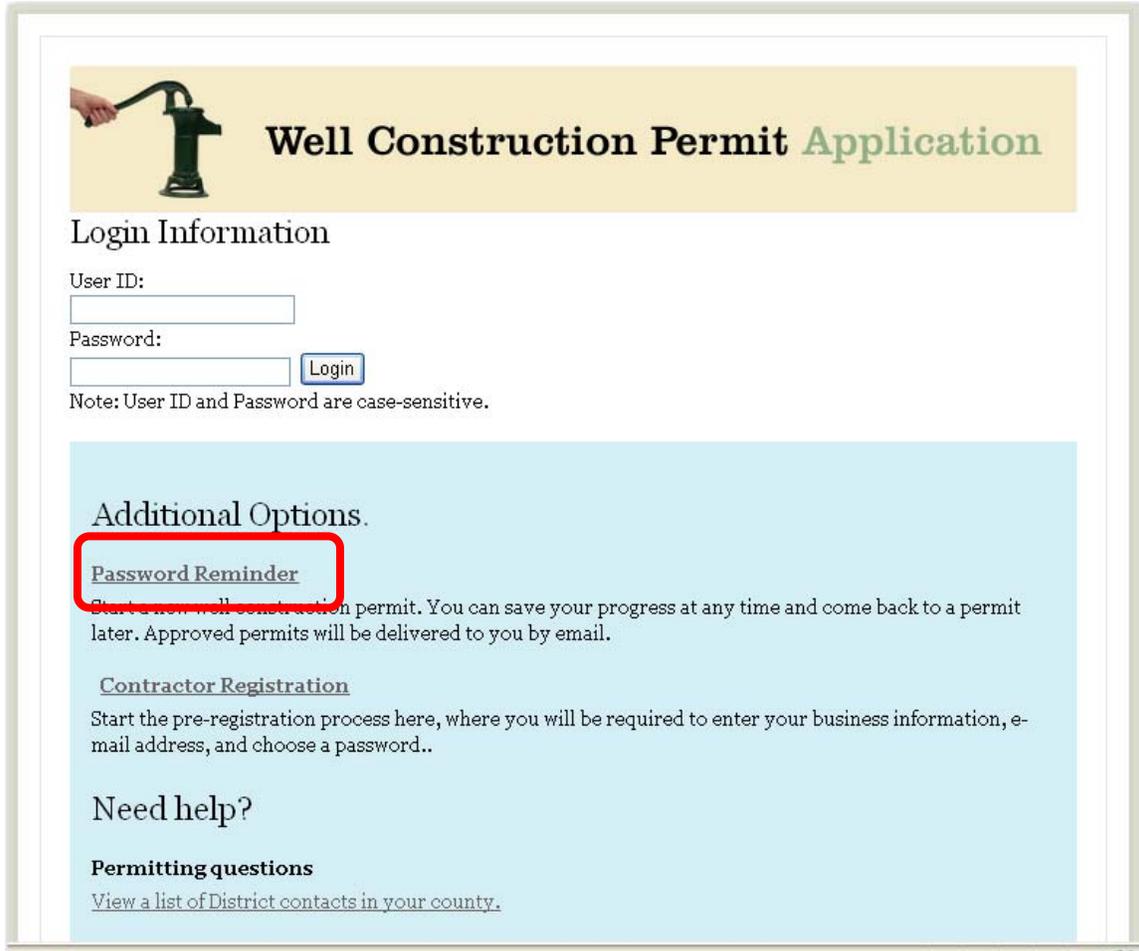


The screenshot shows a web page titled "Well Construction Permit Application". At the top left is an icon of a hand operating a well pump. The page is divided into sections. The "Login Information" section contains two input fields: "User ID:" and "Password:". A red box highlights the "Login" button to the right of the password field. Below the input fields is a note: "Note: User ID and Password are case-sensitive." The "Additional Options" section is highlighted in light blue and contains three sub-sections: "Password Reminder" with a description of saving progress and email delivery; "Contractor Registration" with a description of the pre-registration process; and "Need help?" with a sub-section "Permitting questions" and a link to "View a list of District contacts in your county."

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:



 **Well Construction Permit Application**

Login Information

User ID:

Password:

Note: User ID and Password are case-sensitive.

Additional Options.

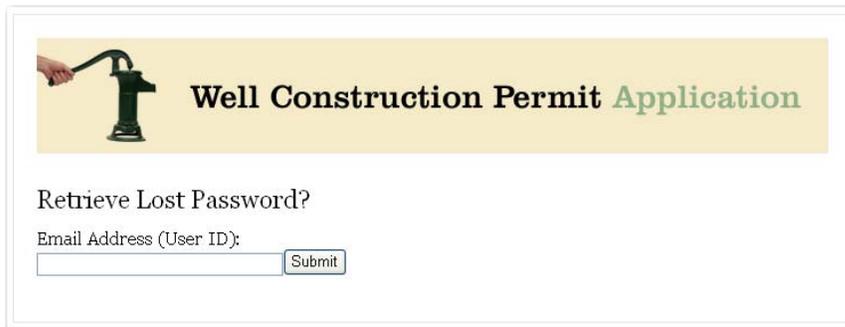
[Password Reminder](#)
Start a new well construction permit. You can save your progress at any time and come back to a permit later. Approved permits will be delivered to you by email.

[Contractor Registration](#)
Start the pre-registration process here, where you will be required to enter your business information, e-mail address, and choose a password..

Need help?

Permitting questions
[View a list of District contacts in your county.](#)

After clicking the **Password Reminder** link, the **Retrieve Lost Password** page opens, as shown below:



 **Well Construction Permit Application**

Retrieve Lost Password?

Email Address (User ID):

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?

Email Address (User ID):

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:

```
*** 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:

Contractor Profile

License: * ? Contractor: *

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.

* = Required Field

2.3.2 Register Home Owner

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

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

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.

Cancel

Register

* = Required Field

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

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

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.

Cancel

Register

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

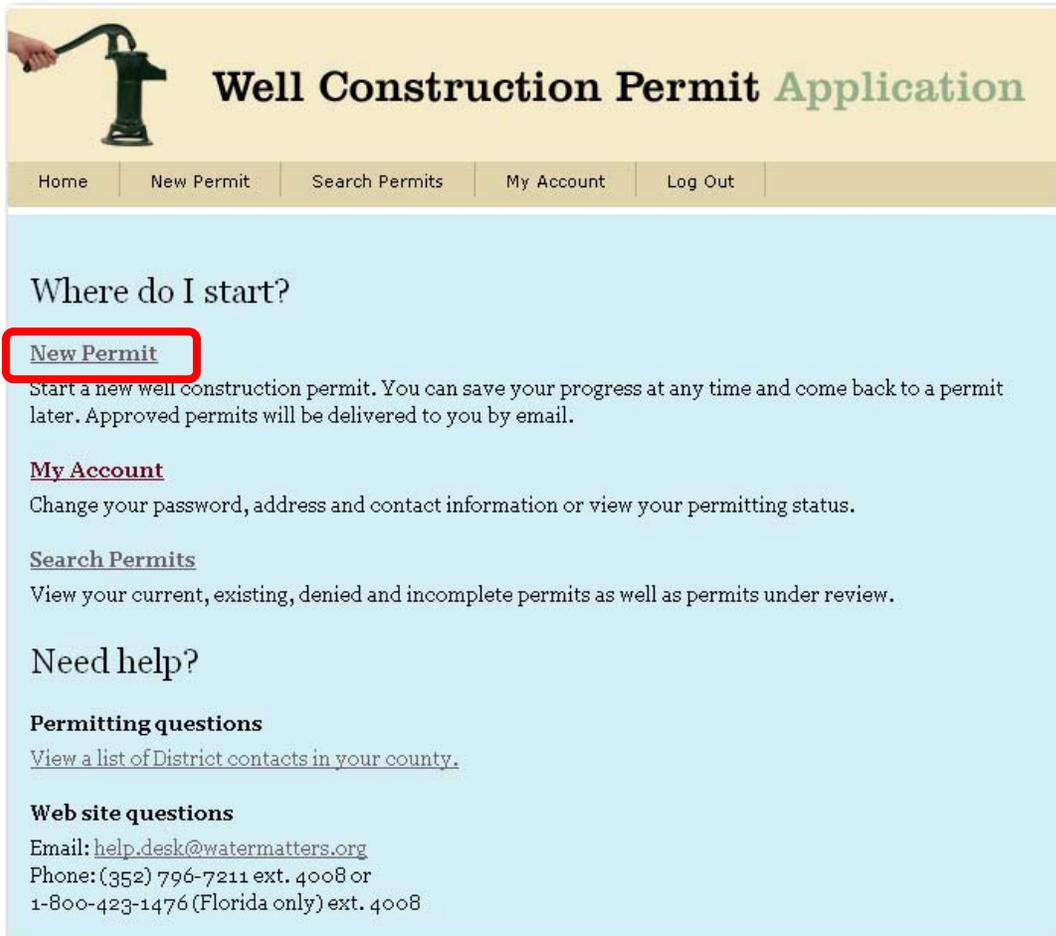
3 Well Construction Home Page

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:



Well Construction Permit Application

Home | **New Permit** | Search Permits | My Account | Log Out

Where do I start?

[New Permit](#)
Start a new well construction permit. You can save your progress at any time and come back to a permit later. Approved permits will be delivered to you by email.

[My Account](#)
Change your password, address and contact information or view your permitting status.

[Search Permits](#)
View your current, existing, denied and incomplete permits as well as permits under review.

Need help?

Permitting questions
[View a list of District contacts in your county.](#)

Web site questions
Email: help_desk@watermatters.org
Phone: (352) 796-7211 ext. 4008 or
1-800-423-1476 (Florida only) ext. 4008

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:	9380	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:	9380	Name:	CARA MIA	VALENTINO *
Company:	TRINIDAD AND TOBAGO INVESTORS, IN *	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 *	
State:	FL *	Confirm		
ZIP Code:	33860 - *	Email:	Cara.Valentino@SWFWMD.STATE.FL *	

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.

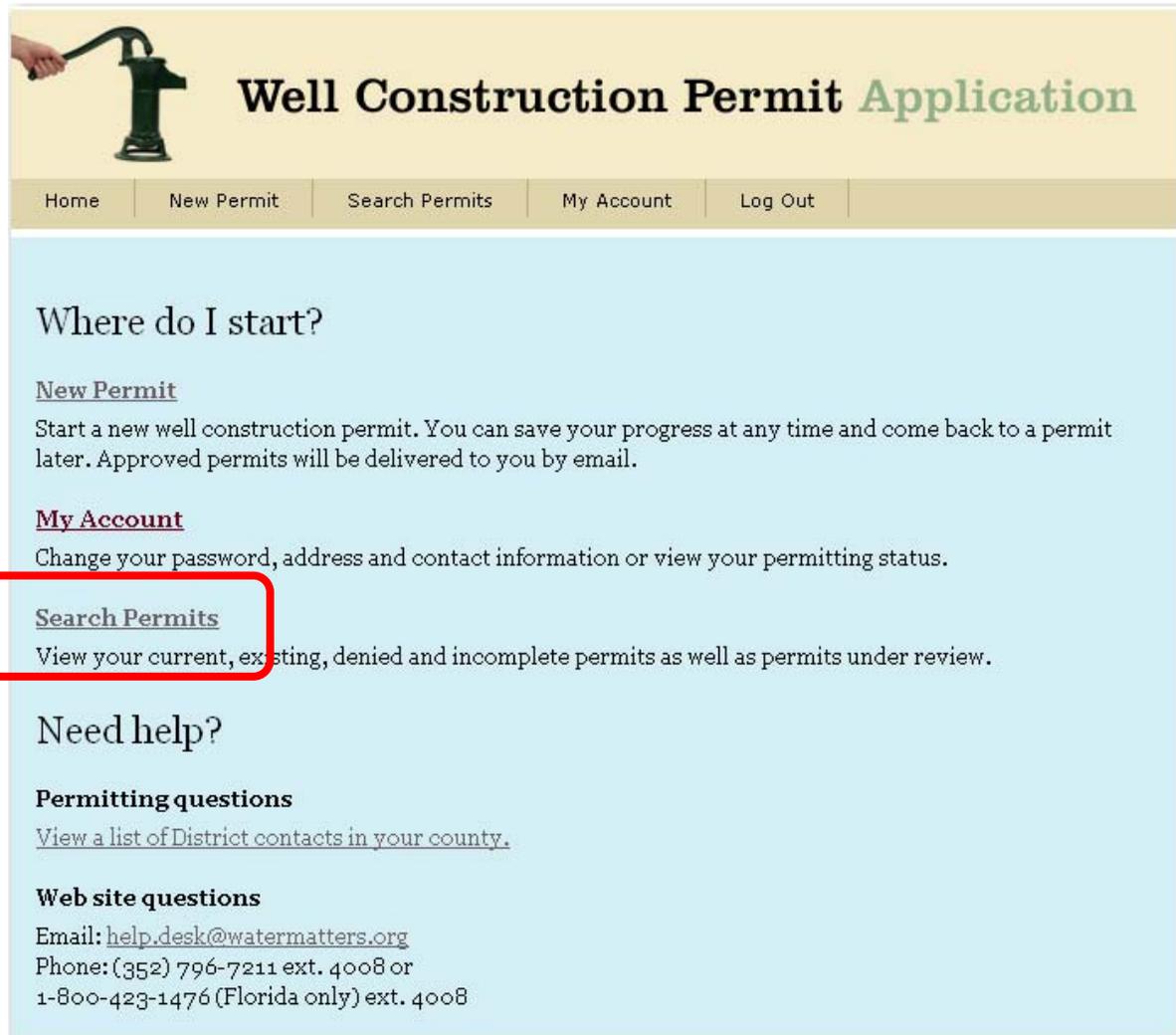
User ID: * Confirm User ID: *

* = Required Field

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

Permit Status:

Permit Number:

Date Range: From To

Permit Receipt:

231 records found.

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

Permit Status:

Permit Number:

Date Range: From To

Permit Receipt:

2 records found.

Incomplete 

(2 records)

<u>Well Owner:</u>	<u>Created:</u>	
EH PROPERTIES	10/23/2006	 
EXCEL REALTY TRUST INC	10/23/2006	 

1

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

Permit Status:

Permit Number:

Date Range: From To

Permit Receipt:

2 records found.

Incomplete

(2 records)

<u>Well Owner:</u>	<u>Created:</u>	
EH PROPERTIES	10/23/2006	
EXCEL REALTY TRUST INC	10/23/2006	

1

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:

Permit Search

Permit Status:

Permit Number:

Date Range: From To

Permit Receipt:

3 records found.

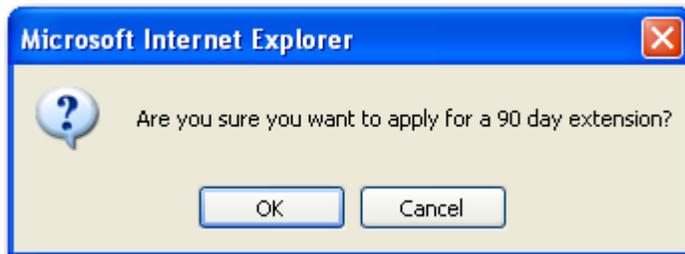
Issued Pending Completion Report

(3 records)

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

1

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:

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:



Well Construction Permit Application

Home | New Permit | Search Permits | My Account | Log Out

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? *

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 Construction Permit Application

Home | New Permit | Search Permits | My Account | Log Out

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.

Zoom to Location Latitude: (ex. 28 38 24.65) Degrees Minutes Seconds
Longitude: (ex. 82 21 35.00)

Zoom to County Choose a County ▼

Zoom to Parcel Choose a County ▼ Parcel ID: _____

Zoom to STR Section: XX ▼ Township: XX ▼ Range: XX ▼

Zoom to Address Address/Intersection: (Intersection Example: Main & First) ZIP Code: _____

Next -->

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.

<input checked="" type="radio"/> Zoom to Location	Latitude: (ex. 28 38 24.65)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Longitude: (ex. 82 21 35.00)	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

<input checked="" type="radio"/> Zoom to County	<input type="text" value="HERNANDO"/>	<input type="button" value="v"/>
---	---------------------------------------	----------------------------------

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.

<input checked="" type="radio"/> Zoom to Parcel	<input type="text" value="HERNANDO"/>	<input type="button" value="v"/>	Parcel ID: <input type="text" value="R20 223 19 1841 0000 0420"/>
---	---------------------------------------	----------------------------------	---

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.

<input checked="" type="radio"/> Zoom to STR	Section: <input type="text" value="27"/>	<input type="button" value="v"/>	Township: <input type="text" value="28"/>	<input type="button" value="v"/>	Range: <input type="text" value="15"/>	<input type="button" value="v"/>
--	--	----------------------------------	---	----------------------------------	--	----------------------------------

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.

<input checked="" type="radio"/> Zoom to Address	Address/Intersection: (Intersection Example: Main & First) <input type="text" value="2379 Broad Street"/>	ZIP Code: <input type="text" value="34601"/>
--	--	---

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:

The screenshot shows the 'Well Construction Permit Location' web application. At the top, it says 'Use the Well Location Placement tool to select coordinates.' Below this is a navigation toolbar with buttons for 'Back', zoom in (+), zoom out (-), pan (hand), globe, left arrow, right arrow, and a 'Well Location Placement' tool icon (a red square with a white dot) which is highlighted with a red box. To the right of the toolbar is a 'Next -->' button. On the left side, there is a 'Property Details' window with the following information:

Property Details:
Owner: WAL-MART STORES EAST LP
Parcel Number: R28 222 19 1541 0000 0010
Address: 7305BROAD ST
City: Brooksville
Location: 28° 32' 16.31,82° 24' 24.36

Below the property details is a 'Table of Contents' with the following items:

- Well Construction Permit Wells
- Streets
- WUPs and Withdrawals
- Property Appraiser Parcels
- Public Land Survey Sections
- 2005 1-Foot Natural Color Imagery

A 'Redraw' button is located below the table of contents. The main map area shows an aerial view of a street intersection. A yellow dot is placed on the map, and a red rectangle highlights the area around it. The map shows 'Barnett Rd' and 'Horse Lake Rd'. At the bottom of the map, there is a scale bar showing 0, 0.015, and 0.03 miles. To the right of the scale bar, it says 'Scale 1: 1,269' and a 'Go' button.

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)

Permit Step 1 of 5

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

Currently the following record(s) in our database may match. If there is no matching record, click the New Record button and data from the Property Appraiser will be used to assist you in completing your application.

	Owner	Address	City	State	ZIP	Score	Party_ID	PREVIOUS_MAINFRAME_ID
<input type="button" value="Select"/>	WAL- MART PROPERTY	STORES TAX DEPT EAST 8013 LP	BENTONVILLE	AR	72716000196	56164		
<input type="button" value="Select"/>	WAL- MART PROPERTY	STORES TAX DEPT EAST 8013 LP	BENTONVILLE	AR	72716000196	378944		
<input type="button" value="Select"/>	WAL- MART PROPERTY	STORES TAX DEPT EAST 8013 LP	BENTONVILLE	AR	72716000196	378948		
	WAL- MART PROPERTY							

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:* <input type="text" value="WAL-MART STORES EAST LP"/>	State:* <input type="text" value="AR"/>
Address:* <input type="text" value="PROPERTY TAX DEPT 8013"/>	ZIP:* <input type="text" value="72716"/> <input type="text" value="0001"/>
City:* <input type="text" value="BENTONVILLE"/>	Telephone: <input type="text"/> <input type="text"/> <input type="text"/>

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:

The screenshot shows a web-based form titled "Permit Step 2 of 5". At the top, there are five tabs: "1. Owner Information", "2. Well Location" (which is highlighted), "3. Well Construction Information", "4. Comments and File Attachments", and "5. Drilling Certification". Below the tabs is the "Well Location Information" section. It contains several input fields with pre-filled values: "Parcel Number: R28 222 19 1541 0000 0010", "Address: 7305BROAD ST", "City: Brooksville", "Section: 28", "Township: 22", "Range: 19", and "County: HERNANDO". To the right of these fields are "Subdivision:", "Lot:", "Unit:", and "Block:" labels, each followed by an empty input box. Below the input fields is a text area with the instruction: "Provide directions to well location. Identify known roads and landmarks. Provide distances between well and landmarks:". At the bottom of the form are two buttons: "<-- Previous" on the left and "Next -->" on the right.

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.

Permit Step 3 of 5

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

Well Construction Information

Number of Proposed Wells:* 1

Use of Well:*

Facility Description:

Application For:* New Construction Repair/Modify Abandonment

If Abandonment, Reason:**

Distance from Septic:* Feet

Est. Start Construction Date:* 10/24/2006

Estimated Well Depth:* Feet

Casing Diameter:* Inches

Screen Interval: to Feet

Casing Depth: Feet

Casing Material*

Seal Material:*

Method of Construction:*

(If Applicable) Proposed Grouting Interval: to Feet Seal Material:

to Feet Seal Material:

to Feet Seal Material:

Casing Type:

Material:

Diameter: Inches

Total Number of Existing Wells:*

Number of Unused Wells on Site:*

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)

Permit Step 4 of 5

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

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

10.1 Add Comments

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

Comments

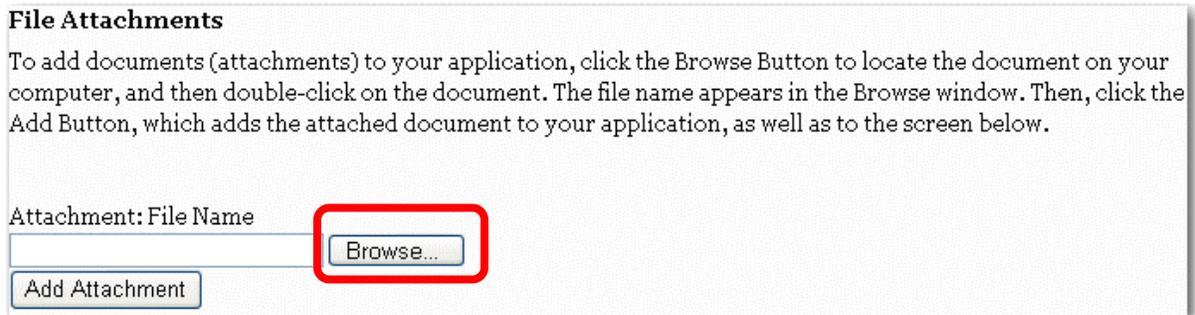
To add a comment to your application, enter data into the Comments field below. A District representative will be able to read your comment during the review of your application.

Comment:

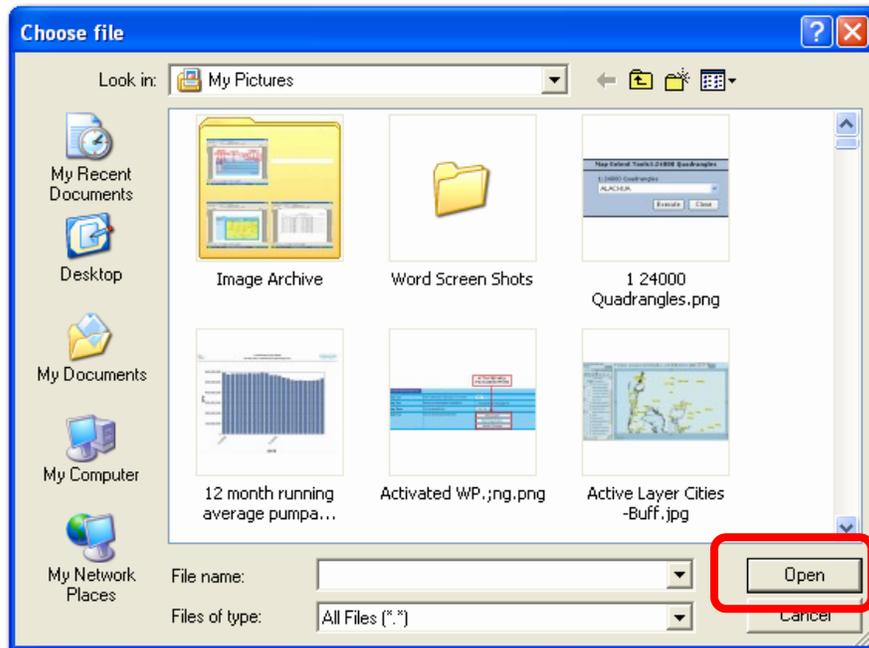
10.2 Add File Attachments

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:

File Name
TEST DATE.doc

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.

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

Please enter your credit card information

Name on Card: *

Billing Address: *

Card Number: ---*

Billing City: *

Expiration Date: Month Year *

Billing ZIP: -*

* = Required Field

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.

Please enter your credit card information

Name on Card:	<input type="text"/>	*	Billing Address:	<input type="text"/>	*							
Card Number:	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	*	Billing City:	<input type="text"/>	*	
Expiration Date:	Month	<input type="text"/>	▼	Year	<input type="text"/>	▼	*	Billing ZIP:	<input type="text"/>	-	<input type="text"/>	*

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:

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

Date/Time:	10/24/2006 1:13:05 PM	Well Address:	7305BROAD ST, Brooksville
Clerk:	Online Payment	Permit ID:	744873
Type:	Well Construction	Payment ID:	9999999

Billing Address

Name on Card:	Joan Q Public	Billing Address:	123 Any Street
Card Number:	*****1111	Billing City:	Any Town
Expiration Date:	01/08	Billing ZIP Code:	11111-1111

Charges

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

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:

http://bkvwmdev01b/swfwmd.wcp.ui.web/PdfApplication.aspx - Microsoft Internet Explorer provided by SWFWMD

DRAFT



STATE OF FLORIDA PERMIT APPLICATION TO CONSTRUCT, REPAIR, MODIFY, OR ABANDON A WELL

Southwest
 Northwest
 St. Johns River
 South Florida
 Suwannee River

THIS FORM MUST BE FILLED OUT COMPLETELY.
The water well contractor is responsible for completing this form and forwarding the permit to the appropriate delegated county where applicable.

CHECK BOX FOR APPROPRIATE DISTRICT ADDRESS ON BACK OF PERMIT FORM

Permit No. 744672
Florida Unique I.D. _____
Permit Stipulations Required (See attached)
62-524 Quad # _____ Delineation # _____
CUP/WUP Application No. _____

ABOVE THIS LINE FOR OFFICIAL USE ONLY

Fold on this line in order that address is visible through envelope window

1. <u>STATE OF FLORIDA D O T</u> <small>Owner, Legal Name of Entity if Corporation</small>	STATE OF FLORIDA D O T <small>Address</small>	TAMPA FL <small>City</small>	00000-0000 <small>Zip</small>	Telephone Number																		
2. <u>123 ANY STREET, Brooksville</u> <small>Well Location Address, Road Name or number, City</small>																						
<u>R28 422 19 0000 0060 0240</u> <small>Parcel # (Pin)</small>																						
3. <u>CARA M VALENTINO</u> <small>Well Drilling Contractor</small>		<u>9380</u> <small>License No.</small>	<u>(863) 660-0933</u> <small>Telephone No.</small>																			
<u>POST OFFICE BOX 366</u> <small>Address</small>		4. <u>28</u> 1/4 of <u>28</u> Section <small>smallest largest</small>		<table border="1" style="width: 100%; text-align: center; font-size: x-small;"> <tr><td>NW</td><td>NE</td></tr> <tr><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td></tr> <tr><td>SW</td><td>SE</td></tr> </table>	NW	NE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	SW	SE
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-	-																					
SW	SE																					
<u>TRINIDAD</u> <small>City</small>	<u>FL</u> <small>State</small>	<u>33860</u> <small>Zip</small>	5. Township <u>22</u> Range <u>19</u> <small>(Indicate Well on Chart)</small>																			
6. <u>HERNANDO</u> <small>County</small>	<small>Subdivision Name</small>	<small>Lot</small>	<small>Block</small>	<small>Unit</small>																		

13.2 Print Receipt

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

[Print](#)

Southwest Florida Water Management District

Date/Time: 2/21/2006 12:28:43 PM	Well Address: 2878 KINGSWOOD CIR, Brooksville
Clerk: Online Payment	Transaction ID: 92
Type: Well Construction	Payment ID:

Billing Address

Name on Card: Jane Doe	Billing Address: 123 Any Street
Card Number: *****4444	Billing City: Any City
Expiration Date: 01/07	Billing ZIP: 11111-1111

Charges

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

[Close](#)

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

License Number: Date Range: From To

Registered User Id: Receipt No.:

Permit Status:

Permit Number:

34 records found.

Issued (Pending Completion Report) (34 Records)

Status:	Permit Number:	Well Owner:	Exp Date:	Receipt:		
OK	901430	3-C RANCH LTD	4/5/2007	9999999	<input type="button" value="Submit Completions"/> <input type="button" value="View Permit"/>	<input type="button" value="90 Day Extension"/>
OK	901440	ANTEC INC	4/6/2007		<input type="button" value="Submit Completions"/> <input type="button" value="View Permit"/>	<input type="button" value="90 Day Extension"/>
OK	901441	WILLIS HILDA MAE	4/11/2007	9999999	<input type="button" value="Submit Completions"/> <input type="button" value="View Permit"/>	<input type="button" value="90 Day Extension"/>
OK	901451	BLANDFORD JEFFREY D & DOLLARD RO	4/8/2007	9999999	<input type="button" value="Submit Completions"/> <input type="button" value="View Permit"/>	<input type="button" value="90 Day Extension"/>
OK	901461	SWFWMD	4/9/2007	9999999	<input type="button" value="Submit Completions"/> <input type="button" value="View Permit"/>	<input type="button" value="90 Day Extension"/>
OK	901467	NICHOLS LOREN	4/11/2007	9999999	<input type="button" value="Submit Completions"/> <input type="button" value="View Permit"/>	<input type="button" value="90 Day Extension"/>

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

Permit Number: **744870** Issued Date: **10/24/2006** Well Construction Application
 Contractor: **ARCH INTERNATIONAL INC**

Well Completion Reports

Well	View	Edit	Cancel
1	<input type="button" value="View (PDF)"/>	<input type="button" value="Edit"/>	<input type="checkbox"/>

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

Completion Report

Permit Number: 744870.01 Issued Date: 10/24/2006
 CUP/WUP Number: DID Number:
 Owner's Name: EXCEL REALTY TRUST INC Completion Date: *
 Florida Unique I.D.: Contractor's Name: ARCH INTERNATIONAL INC
 Contractor's License: 9380

Well Location

County: HERNANDO Quarter/Quarter: 1,1
 S/T/R: 28 22 19 Latitude: 28 32 26.81
 Longitude: 82 24 27.12

Enter the depth of the well for this Completion Report: *

*Drill Method:
 *Well Use:

Measured Static Water Level * Measured Pumping Water Level

After Hours at G.P.M.
 Measuring Pt. Which is ft: Above Below land surface Clear selection

Casing Material: * Finish: *

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

Primary Casing Diameter & Depth

in. * From ft. * To ft. * Grout No. of Bags * Seal Material *

in. From ft. To ft. Grout No. of Bags Seal Material

Tele-Casing Diameter & Depth

in. From ft. To ft. Grout No. of Bags Seal Material

in. From ft. To ft. Grout No. of Bags Seal Material

Liner or Screened Diameter & Depth

in. From ft. To ft. Grout No. of Bags Seal Material

in. From ft. To ft. Grout No. of Bags Seal Material

Pump Type: **Horsepower:**

Pump Depth: ft. **Capacity:**

Intake Depth: ft. **G.P.M.:**

Chemical Analysis (When Required)

Iron: ppm **Sulfate:** ppm

Chlorides: ppm Lab Test Field Test Kit Clear Selection

Drill Cuttings Log: Examine cuttings every 20 feet or at formation changes. Note cavities, depth to producing zones.

	From	To	Color	Grain Size	Material
*					

Add... **Drill Cutting**

Comments:

Driller First Name: MI: Last Name:

* = Required Field

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

Permit Number: **744870** Issued Date: **10/24/2006** Well Construction Application
 Contractor: **ARCH INTERNATIONAL INC** [View Permit Image](#)

Well Completion Reports

Well	View	Edit	Cancel
1	View (PDF)	Edit	<input type="checkbox"/>

[Save](#) [Submit](#)

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.