



Information and Drawing Checklist

Individual Environmental Resource Permit – General Requirements

(Projects not related to a single family dwelling unit)

Use this checklist to check the basic components of the application. Supplemental checklists should be used for each specific component of the project. For example, if your project includes wetland fill for a building, shoreline stabilization and a dock, you should use this general requirements checklist AND the checklists for dredge & fill, shoreline stabilization and docks – a total of 4 checklists.

A complete application will help your project go through processing as quickly as possible. This checklist is intended to supplement, not replace, the general information requirements in sections A, C, E and G of the Joint Application.

Online application help is available at [\(website\)](#).

Complete only these application sections:

Section A – Basic Application

Section C – Notice of Receipt of Application

Section E – Information Not Related to a Single Family Dwelling Unit

Section G – Complete only if your project is in, on or over water (dock, pier, seawall, etc.)

**If any part of these sections does not apply to your project, leave it blank or write N/A.

Basic Attachments

(See [sample basic attachments package](#))

- ☐ Location Map
- ☐ USGS Quadrangle Map (topographic map)
- ☐ Aerial Photograph

- ☐ Project Drawings
- ☐ Proof of sufficient real property interest (Copy of one of these):
 - Deed, Warranty Deed
 - Lease, with specific authority to conduct such a project
 - Easement
 - Judgment of the court
 - Certificate of Title issued by a clerk of court
 - If applicant has permission to do work, but not real property interest, include the owner as co-applicant, and submit a copy of their deed.

Joint Application Section A

Did you...

- ☐ Fill out each question completely, using the online help if needed?
- ☐ Include e-mail addresses in contact information?
- ☐ If your project will require a State-owned submerged lands lease, did you include the names, addresses and zip codes of all property owners within a 500 ft radius?
- ☐ Fill out and sign Part 8 completely, including C, which authorizes the agencies to enter onto the property for inspection related to permitting activities? The original signatures must be submitted to DEP, not a copy. - **IMPORTANT!**

Joint Application Section C

Did you...

- ☐ Fill out Section C completely - use online help if needed?
- ☐ Submit everything on 8.5" x 11" paper? Must be clearly legible.
- ☐ Attach project drawings, including both a plan view and cross-section view?

Joint Application Section E – Site Information and Project Details

Did you...

- ☐ Include all applicable information in Section E, using online help if needed?

- ☐ Provide detailed site information, including surface and ground water elevations, if applicable?
- ☐ Include Impact Summary Tables 1, 2, 3, 4 and 5 as applicable? ([Online help available](#))
- ☐ Provide a detailed construction schedule with a description of equipment and techniques?
- ☐ Include all applicable drainage information for the site, as described in Part V?
- ☐ Write the location of the information under each item in Part V? ([Example](#))
- ☐ Provide operation and maintenance information under Part VI, including:
 - An operation and maintenance schedule ([Sample](#))
- ☐ Provide water use information?
 - Contact your local water management district office to determine if you need a Water Use or Consumptive Use permit

Joint Application Section E – Project Drawings

(See also separate checklists for each activity type, and sample drawings)

On each sheet (all sheets 8.5" x 11"):

- ☐ Applicant name and Project name
- ☐ Property line
- ☐ North arrow
- ☐ Graphic scale or complete dimensions
- ☐ Label "Sheet X of Y"

General Drawing Requirements:

- ☐ Include plan (overhead), cross section, and profile (longitudinal) views
- ☐ Must be signed and sealed by an appropriate Florida registered professional
- ☐ Include all applicable details requested in Section E, Part III. If an item does not apply to your project, ignore it and move on to the next item
- ☐ Label, hatch and dimension drawing items for clarity
- ☐ Show location of all cross-sections on profile views, label (A-A', B-B', etc.) and make sure they match up correctly on all drawings ([sample drawing](#))

Joint Application Section G – Only if your project is on, in or over tidal or navigable water

Did you...

- ☐ Choose the appropriate answer(s) for Part I, using online help if necessary?
- ☐ Fill out Part II – If your project is on, in or over State-owned submerged lands (Sovereign Submerged Lands), or you are not sure
- ☐ Provide the linear footage of shoreline owned by the applicant?
- ☐ Choose which category best describes your project under Proprietary Project Descriptions?

General Information About State-owned (Sovereign) Submerged Lands

- See “**Proprietary and Regulatory**” in online help for an explanation of DEP’s permitting authority.
- Most tidal or navigable waters in Florida are State-owned submerged lands, under proprietary authority of DEP.
- Projects in, on or over State-owned submerged lands will require both a regulatory permit (ERP) and proprietary (Sovereign submerged Lands) authorization.
- Your project may require proprietary authorization in the form of a Lease or easement, with applicable fees, depending on the proposed use, size and location of the project.
- Special size and construction requirements exist for projects in Aquatic Preserves (AP) or Outstanding Florida Waters (OFW), see “**Dock and Pier Construction Guidelines**” at ([website](#)) to determine if there are special requirements based on your project location.
- In general, non-water related activities will not be permitted on State-owned submerged lands. Examples of non-water related activities are:
 - Structures habitable by humans (house over water)
 - Benches, trash cans
 - Restaurants/Bars
 - Storage bins, lockers, sheds – unless it contains only water-dependent recreational supplies

Notes:

Use the supplemental checklists for your specific project type(s) to check your drawings for completeness.

Dock and pier construction guidelines can be found at ([website](#)).

Online help for each permit section, sample drawings, subject explanations and video tutorials are available at ([website](#)).