

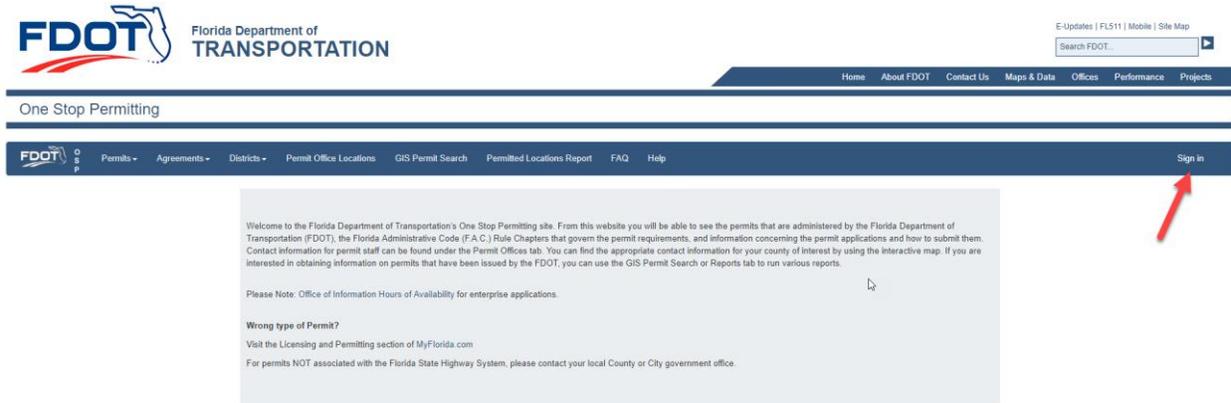
One Stop Permitting (OSP) Help Guide

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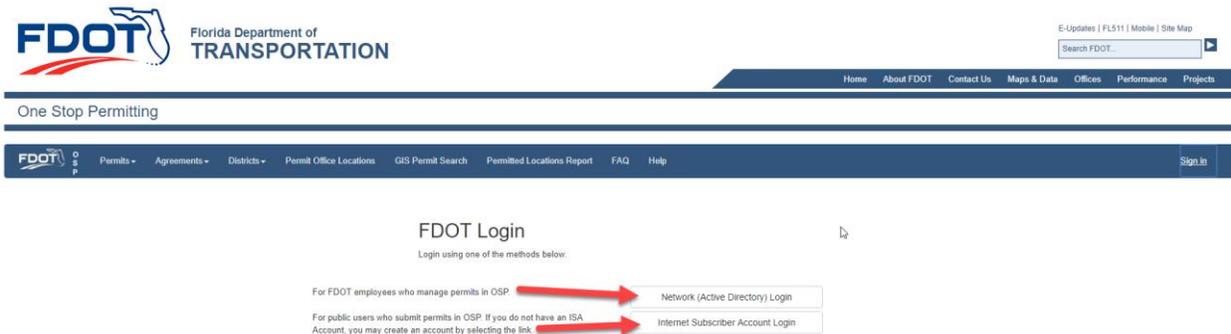
[Utility Permit Update](#) Click the link for updates on the Utility Permit.

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1.0 How to Sign In to OSP



First, click Sign In.



FDOT staff will login using their Network Login. This is the userid and password that is used to login to your computer.

External users, who will be submitting permits to the Department, will login with an Internet Subscriber Account Login or ISA Login.



FDOT User Sign-in Portal

Login for Email - Internet Subscriber



Email Address * ?

Password *

[Change Password](#) [Forgot Password](#)

* indicates required entry.

<p>Don't have an account? <input type="button" value="Create an account"/></p>	<p>Need to update your account? <input type="button" value="Update my account"/></p>
--	--

As an external user, you would click on the ISA login, and then login using your ISA e-mail address and password. If you do not have an ISA, click on create an account.

After creating an account, a verification e-mail will be sent with a link for you to verify your ISA. After that has been done, then you can login to the OSP system.

Account Information

My Profile is where you manage Account Information about you or your Organization. Account Information must be kept current, since it will be used to pre-populate permit applications initiated by you. Please note: Individuals completing Account Information for an Organization will be required to complete a 'Register New Organization' request.

Please complete the below Account Information as it pertains to you or your Organization.

Contact Information

First Name: JOHN

Last Name: DOE

Company: JOHN DOE CONSULTING GROUP

Email Address: [Redacted]

Position: Manager

Phone Number: * [Redacted]

Alternate Phone Number: [Redacted]

Fax Number: [Redacted]

Mailing Address

When logging in for the first time, external users will be taken to a page to create an account for OSP. The first four lines come directly from the ISA that is created. The other information is entered when the account is created. This can be updated as needed by clicking on Edit Account.

My Permits

- Urgent Review Action
- Saved Permits
- All Permits
- Permits Pending Organizational Approval

No Results were found.

Permits that external users have submitted to the Department can be viewed and managed under the My Permits tab

2.0 How to Submit a Permit

The screenshot shows the FDOT website's 'Drainage Permits' page. At the top is a dark blue navigation bar with the FDOT logo and several menu items: Administration, Permits, Agreements, Districts, Permit Office Locations, GIS Permit Search, Permitted Locations Report, My Permits, My Profile, FAQ, and Help. Below the navigation bar is a white content area with a dark blue header that reads 'Drainage Permits'. Underneath the header, there is a 'Brief Description' section with text explaining the purpose of the rule chapter. Below the description is a dark blue button labeled 'Apply Online', which is pointed to by a red arrow. Further down are sections for 'Downloads' (listing a PDF application form) and 'Reference Documents' (listing several PDF manuals and standards). At the bottom of the content area, there is a small note: 'Adobe Acrobat Reader is required to view .PDF files, click here to download.'

Choose the permit under the Permits Tab and click Apply Online to begin.

Complete the information under each tab. Until the permit is submitted, it will be in a saved status and have a temporary permit number.

The screenshot shows a web interface for a permit application. At the top, it displays 'Drainage: Temp: 0000103' with a red arrow pointing to it, and 'Status: Saved' with a red arrow pointing to it. Below this is 'Project Name:'. A progress bar with six numbered steps (1-6) is shown, with step 1 highlighted in yellow and enclosed in a red box. The main content area is titled 'Applicant Information' and contains three expandable sections: 'Reminder for Pre-Application Meeting' with a text reminder, 'Applicant Details' with two radio button questions, and 'Applicant Information' with input fields for 'First Name' (containing 'JOHN') and 'Last Name'. A red arrow points to the 'Applicant Information' section header.

Drainage: Temp: 0000103

Status: Saved

Project Name:

Substatus: Saved

1 2 3 4 5 6

Applicant Information

Reminder for Pre-Application Meeting

Reminder: Please contact your local FDOT permits office for a pre-application meeting before completing this application. The Office of Maintenance will advise you on the appropriate application type for the Drainage permit.

Applicant Details

Are you the Property Owner or the Authorized Representative for this project?: *

Authorized Representative

Property Owner

Are there multiple Property Owners for this project?: *

Yes

No

Applicant Information

First Name: * JOHN

Last Name: *

The applicant information is populated from the external users account information. For FDOT staff that are completing a permit manually, this information would need to be typed in from the paper application received.

Drainage: Temp: 0000103

Status: Saved

Project Name:

Substatus: Saved



Project Description

Project Details

You may determine if your project has an exception based on the "Drainage Exceptions Questionnaire".

[Download Exceptions Questionnaire](#)

Are you applying for a permit or an exception? Please see the questionnaire above to determine if your project would have an exception.: *

- Exception
- Permit

Parts 4 and 5 of Application

Property Description: *

Does the property owner own or have any interests in any adjacent property?: *

- Yes
- No

[Previous](#) [Next](#)

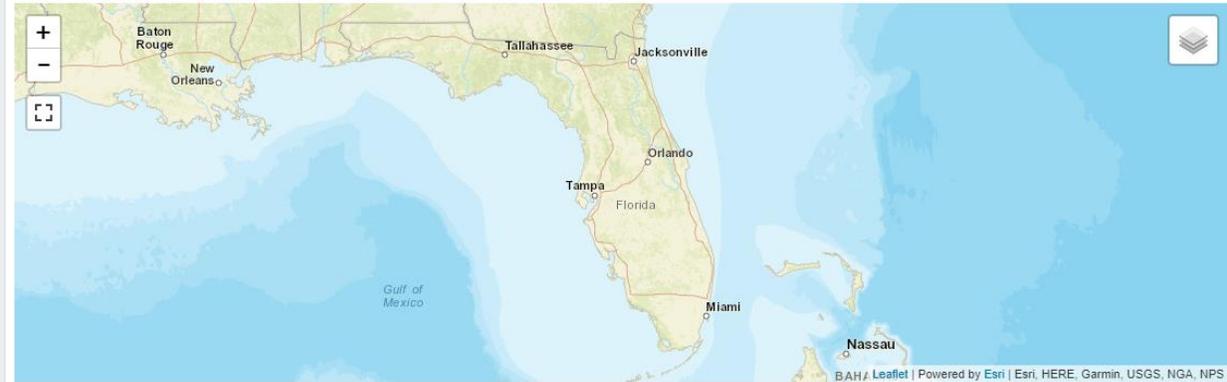
To advance through the permit tabs, click on the tab at the top of the page or click next at the bottom of the page.

2.1 How to Add a Location

There are two ways to add a location.

The screenshot shows a web-based GIS application interface. At the top, there is a navigation bar with six numbered steps (1-6), where step 3 is highlighted in yellow. Below this is the 'Project Location' section. A dark blue header bar contains the word 'Map' with an upward-pointing arrow. Underneath, the text 'Zoom To County:' is followed by a dropdown menu with 'Select...' and a downward arrow. A red arrow points to this dropdown. Below the dropdown is a map of Florida and the Gulf of Mexico. The map shows major cities like Tallahassee, Jacksonville, Orlando, Tampa, Miami, and Nassau. On the left side of the map, there are zoom controls: a '+' button, a '-' button, and a full-screen button. A red arrow points to the '+' button. On the right side of the map, there is a layer control icon. Below the map, there is a text instruction: 'To draw a work location, select Add Location. Begin by selecting a location point then draw the line along the proposed path. To end the line, double-click.' At the bottom left of the interface, there is a dark blue button labeled 'Add Work Location'. A red arrow points to this button.

1. Using the GIS Map, choose a county, use the “+” and “-” buttons to zoom in and out as needed, then click Add Work Location and follow the instructions above.



To draw a work location, select Add Location. Begin by selecting a location point then draw the line along the proposed path. To end the line, double-click.

Add Work Location

Work Location

Instructions: Select the + icon to add a new location record. To edit or view all details for the location record, select the "Edit" link next to that record in the grid. To delete a record, select the "Remove" button, once the record is in edit mode. To hide the details of a location record, select the X icon, and you will see the grid only.

Add

	Zoom To	County	City	Street / State Road ID / US Hwy Number	Is on Turnpike?	Latitude	Longitude
--	---------	--------	------	--	-----------------	----------	-----------

2. The second way to add a work location is to click the Add button and type in the information.

2.2 How to Upload a Document

The screenshot displays a web application interface with a 'Document Upload' modal window. The background shows a 'Project Name' field and a 'Documents' section with various categories like 'Pre-application Meeting Minutes (if applicable)', 'Proof of Ownership', 'Legal Description', 'Recent Survey Plan', and 'Water Management District Permit (if applicable)'. Each category has an 'Add Document' button. A red arrow points to one of these 'Add Document' buttons. The 'Document Upload' modal is in the foreground, featuring an 'Upload File' button, a table of documents, a progress bar at 100% Complete, and 'Cancel' and 'Save Changes' buttons. A red arrow points to the 'Save Changes' button.

Filename	File Size	Remove
[Redacted]	77 KB	Remove

To add a document, click Add Document, choose the document from your computer, then click Save Changes.

2.3 Submitting a Permit Application

▲ Permit General Conditions

1. This permit is a license for permissive use only and does not convey any property rights either in real estate or material, or any exclusive privilege and it does not authorize any injury to private property or invasion of private rights, or any infringement of Federal, State or local laws, rules or regulations; nor does it obviate the necessity of obtaining any required state or local approvals.
2. The drainage connection as authorized herein shall be constructed and thereafter maintained in accordance with the documents attached hereto and incorporated by reference herein. All work performed in the Department's right of way shall be done in accordance with the most current Department standards, specifications and the permit provisions. Such construction shall be subject to the inspection and approval of the Department, and the Department may at any time make such inspections as it deems necessary to assure that the drainage connection is in compliance with this permit.
3. The entire expense of construction within the Department right of way, including replacement of existing pavement or other existing features, shall be borne by the permittee.
4. The permittee shall maintain that portion of the drainage connection authorized herein located on permittee's property in good condition. The Department shall maintain that portion of the drainage connection authorized herein located within its right of way.
5. If the drainage connection is not constructed, operated or maintained in accordance with this permit, the permit may be suspended or revoked. In this event modification or removal of any portion of the drainage connection from the Department's right of way shall be at the permittee's expense.
6. The Department reserves the right to modify or remove the drainage connection to prevent damage or in conjunction with road improvements.
7. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the Department's right, title, and interest in the land to be entered upon and used by the permittee, and the permittee will, at all times, assume all risk of and indemnify, defend and save harmless the Department from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercises by said permittee of these rights and privileges, regardless of the respective degrees of fault of the parties.
8. Utilities, including gas lines, may exist within the right of way. Prior to beginning work the permittee shall contact Sunshine State One Call of Florida, Inc at 811 or 800-432-4770, who will notify all utility owners near the scheduled project. The utility owners have two (2) full business days to provide locations of their respective facilities. The permittee shall be solely responsible for any damage to or conflicts with gas lines, utilities and/or third persons.
9. The permittee shall notify the Department of Transportation Maintenance Office located at _____ Phone _____ 48 hours in advance of starting any work on the drainage connection authorized by this permit and also 24 hours prior to any work within the Department's right of way. Construction of any work on the right of way shall be completed within ____ days after such notification. If such construction is not completed within ____ days after such notification, the permittee shall notify the Department of the anticipated completion date.
10. This permit shall expire if construction on the drainage connection is not begun within one year from the date of approval and if construction on the drainage connection is not completed by _____ (Date) .
11. A permittee may request an extension of the Drainage Connection Permit expiration date by filing a written request for a permit time extension. All requests for time extensions must be received by the Department 15 working days prior to the expiration date.
12. All the provisions of this permit shall be binding on any assignee or successor in interest of the permittee.

I hereby agree to comply with all terms and conditions set forth and described in this permit: *

[Preview Permit](#)

[Submit Application](#)



After reviewing and agreeing to the terms of the permit, click Submit Application. You can also preview the permit before submitting.

After submitting the permit, the permit will now have a permit number and the status will be changed to Submitted to FDOT. The external user will also have a Manage Permit tab.

The screenshot displays a permit management interface. At the top, the permit number is **Drainage: 2017-D-392-015** and the status is **Status: Submitted to FDOT**. Below this, the project name is listed as **Project Name:** and the substatus is **Substatus: Submitted to FDOT**. A progress bar below the project name shows six steps, with step 5 highlighted in yellow. The progress bar has two tabs: **Application** and **Manage Permit**. Below the progress bar, there is a **Submit Application** button and a section titled **Permit General Conditions**. At the bottom, a small text block begins with "1. This permit is a license for permissive use only and does not convey any property rights either in real estate or material, or any exclusive privilege and it does not authorize any injury to".

Drainage: 2017-D-392-015 **Status: Submitted to FDOT**

Project Name: **Substatus: Submitted to FDOT**

Application Manage Permit

1 2 3 4 5 6

Submit Application

Permit General Conditions

1. This permit is a license for permissive use only and does not convey any property rights either in real estate or material, or any exclusive privilege and it does not authorize any injury to

3.0 Managing Permits: ISA (external) users

The screenshot shows the FDOT OSP My Permits dashboard. The navigation bar includes Administration, Permits, Agreements, Districts, Permit Office Locations, GIS Permit Search, Permitted Locations Report, My Permits, My Profile, FAQ, and Help. The My Permits section is highlighted with a red arrow. Below it are three sections: Urgent Review Action, Saved Permits, and All Permits, each with a red arrow pointing to its header. The Urgent Review Action section contains a table with one row: Permit Number 2017-L-392-012, Permit Type Highway Landscaping, Last Status Date 8/2/2017, Project Name, Status Under Review, and State Request for Additional Information. The Saved Permits section contains a table with three rows: Temp. 0000093 (Highway Landscaping), Temp. 0000100 (Access), and Temp. 0000104 (Drainage), each with a Delete button. The All Permits section contains a table with three rows: 2017-L-392-009 (Highway Landscaping, Completeness Check, 8/2/2017), 2017-L-392-010 (Highway Landscaping, Under Review, 8/2/2017), and 2017-L-392-011 (Highway Landscaping, Completeness Check, Resubmitted, 8/3/2017).

Permit Number	Permit Type	Last Status Date	Project Name	Status	State
2017-L-392-012	Highway Landscaping	8/2/2017		Under Review	Request for Additional Information

Permit Number	Permit Type	State Road ID	Delete
Temp. 0000093	Highway Landscaping		Delete
Temp. 0000100	Access		Delete
Temp. 0000104	Drainage		Delete

Permit Number	Permit Type	Project Name	Status	State	Status Date	Date Submitted
2017-L-392-009	Highway Landscaping		Completeness Check	Completeness Check	8/2/2017	8/2/2017
2017-L-392-010	Highway Landscaping		Under Review	Under Review	8/2/2017	8/2/2017
2017-L-392-011	Highway Landscaping		Completeness Check	Resubmitted	8/3/2017	8/2/2017

Under the My Permits tab, an external user will have a dashboard with Urgent Action Review, Saved Permits, and All Permits.

For each permit you can view the current status and state, the date the status changed and the date submitted.

The Saved Permits would be the permits that have been started but not submitted to the Department. They would have a temporary permit number.

At times during the review process, the Department may need additional information submitted. When this happens, the Department staff will submit a request for information, and those permits will be shown in the Urgent Review Section with a state of Request Additional Information.

^ All Permits

Permit Number	Permit Type	Project Name	Status	State	Status Date	Date Submitted
▼ Type to Filte	▼ Type to Filte	▼ Type to Filte	▼ Type to Filte	▼ Type to Filte	▼ Type to Filte	▼ Type to Filte
2017-L-392-009	Highway Landscaping		Completeness Check	Completeness Check	8/2/2017	8/2/2017
2017-L-392-010	Highway Landscaping		Under Review	Under Review	8/2/2017	8/2/2017
2017-L-392-011	Highway Landscaping		Completeness Check	Resubmitted	8/3/2017	8/2/2017
2017-L-392-012	Highway Landscaping		Under Review	Request for Additional Information	8/2/2017	8/2/2017
2017-L-392-013	Highway Landscaping		Approved	Work Initiated	8/3/2017	8/2/2017
2017-L-392-015	Highway Landscaping		Approved	Certified Construction - Work Complete	8/3/2017	8/2/2017
2017-L-392-014	Highway Landscaping		Approved	Final Inspection Complete	8/2/2017	8/2/2017
2017-L-392-016	Highway Landscaping		Submitted	Submitted	8/2/2017	8/2/2017
Temp: 0000093	Highway Landscaping		Saved	Saved	8/2/2017	
2017-L-392-017	Highway Landscaping	Landscaping Project	Submitted	Submitted	8/3/2017	8/3/2017
2017-L-392-018	Highway Landscaping		Submitted	Submitted	8/3/2017	8/3/2017
2017-L-392-019	Highway Landscaping		Submitted	Submitted	8/3/2017	8/3/2017
Temp: 0000100	Access		Saved	Saved	8/3/2017	
2017-D-392-015	Drainage		Submitted	Submitted	8/4/2017	8/4/2017
Temp: 0000104	Drainage		Saved	Saved	8/4/2017	

Clicking on a permit number will bring the external user to the following page.

Highway Landscaping: 2017-L-392-014 **Status: Approved**

Project Name: **Substatus: Final Inspection Complete**

Application **Manage Permit**

1 2 3 4 5

Applicant Information

^ Applicant's Information

First Name: *

Last Name: *

The following information is available under Manage Permit.

Highway Landscaping: 2017-L-392-014 **Status:** Approved

Project Name: **Substatus:** Final Inspection Complete

Application **Manage Permit**

^ Important Notices

^ FDOT Permit Coordinator

User	Email	Phone	Assignment
------	-------	-------	------------

^ Permit Status History Hide Comments and Attachments

Status	Substatus	User	Actual Date/Time	Effective Date
Saved	Saved	JOHN DOE	8/2/17 1:18 PM	08/02/2017
Submitted to FDOT	Submitted to FDOT	JOHN DOE	8/2/17 1:21 PM	08/02/2017
Completeness Check	Completeness Check	[REDACTED]	8/2/17 1:57 PM	08/02/2017
Under Review	Under Review	[REDACTED]	8/2/17 1:57 PM	08/02/2017
Approved	Approved	[REDACTED]	8/2/17 1:59 PM	08/02/2017
Approved	Work Initiated	JOHN DOE	8/2/17 2:16 PM	08/02/2017
Approved	Work Complete	JOHN DOE	8/2/17 2:17 PM	08/02/2017
Approved	Pending Final Inspection	[REDACTED]	8/2/17 2:22 PM	08/02/2017
Approved	Final Inspection Complete	[REDACTED]	8/2/17 2:23 PM	08/02/2017

^ Additional Contacts for the Applicant and for the Engineer of Record

^ Approved Permit Packages

Name	Value
Permit Package	 Permit Package View History

^ Expiration Date History

Permit Expiration Date:

8/2/2018

[View History](#)

^ FDOT Engineer / 48-Hour Contact

Primary FDOT Engineer / 48-Hour Contact:

First Name:

Email Address:

Phone Number:

Provider:

Additional FDOT Engineer / 48-Hour Contact:

^ Time Extension Requests

Requested Extension Date: *

[View History](#)

^ Compliance Violations

Note: If there is no record in the grid, FDOT has not issued a Notice of Non-Compliance.

	Compliance Violations of Approved Permit	Date Notice of Non-Compliance Sent	Date Notice of Non-Compliance Received	Date Non-Compliance Corrected
--	--	------------------------------------	--	-------------------------------

[Request Permit Revision](#)

3.1 How to Initiate Work

Under Manage Permit, click 48 Hour Request to Begin Work.

Highway Landscaping: 2017-L-392-009 Status: **Completeness Check**

Project Name: Substatus: **Completeness Check**

Application **Manage Permit**

^ Important Notices

Request Application Revision

^ Time Extension Requests

Requested Extension Date: * 

[View History](#)

48 Hour Request to Begin Work **Withdraw** **Request Permit Revision** **Time Extension Request**

3.2 How to Indicate that Work is Complete

Under Manage Permit, click Work Complete.

Highway Landscaping: 2017-L-392-009 Status: **Completeness Check**
Project Name: Substatus: **Completeness Check**

Application **Manage Permit**

Important Notices

Request Application Revision

Time Extension Requests

Requested Extension Date: * 

[View History](#)

Compliance Violations

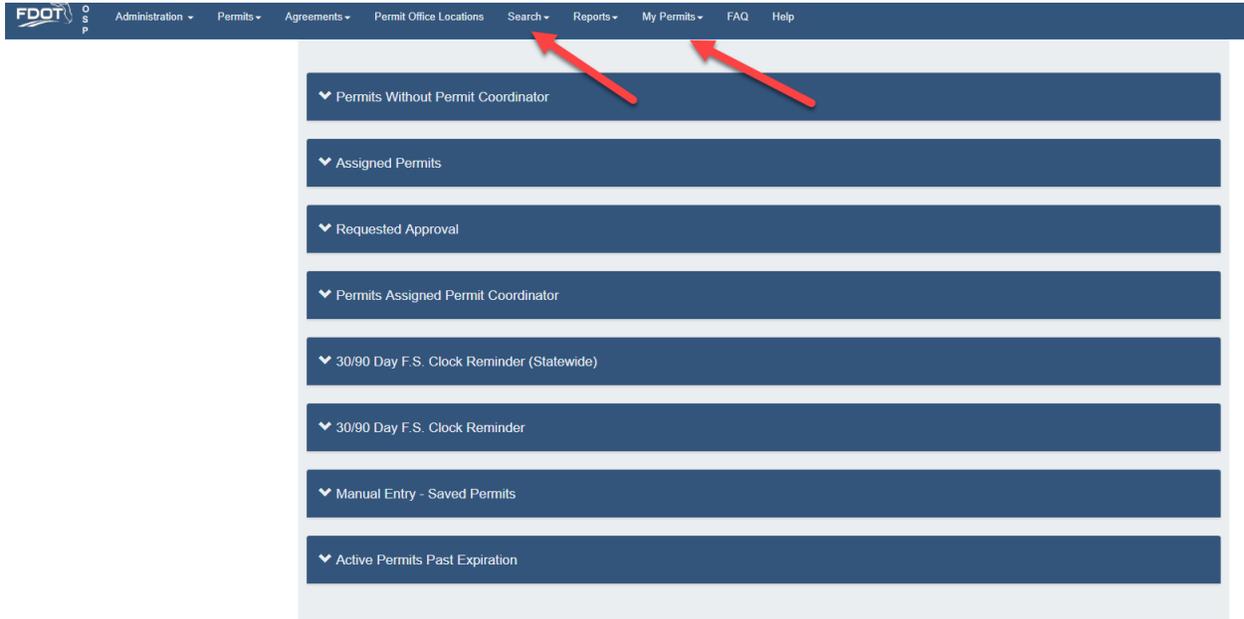
Note: If there is no record in the grid, FDOT has not issued a Notice of Non-Compliance.

	Compliance Violations of Approved Permit	Date Notice of Non-Compliance Sent	Date Notice of Non-Compliance Received	Date Non-Compliance Corrected

Time Extension Request **Withdraw** **Work Complete** **Request Permit Revision**

4.0 Managing Permits: FDOT (internal) users

After logging in, internal users will be taken to their permits dashboard. This can also be found under the My Permits Tab.



The image shows a close-up of the 'Assigned Permits' section. The section title is 'Assigned Permits' with an upward arrow icon. Below the title is a table with the following columns: Permit Number, Permit Type, Permit Status, Permit Substatus, Assignment Type, Assigned Date, Review Due Date, Assigned By, and Assigned To. Each column has a dropdown arrow icon. The table contains one row of data:

Permit Number	Permit Type	Permit Status	Permit Substatus	Assignment Type	Assigned Date	Review Due Date	Assigned By	Assigned To
2017-L-392-020	Highway Landscaping	Completeness Check	Completeness Check	Review	8/6/2017	8/11/2017		

Permits that have been assigned to a user will be under Assigned Permits.

After an application is submitted, internal users can review the application by clicking each numbered tab.

Highway Landscaping: 2017-L-392-020 Status: Submitted to FDOT
Project Name: Substatus: Submitted to FDOT

Application Clocks, Notices, and Statuses Reviews and Comments

1 2 3 4 5

4.1 Clocks, Notices, and Statuses Tab (FDOT)

The following information and actions are available under this tab.

Application Clocks, Notices, and Statuses Reviews and Comments

^ Permit Processing Time

30 Day Statutory Clock

0 100

90 Day Statutory Clock

0 100

30 Day Policy Clock

0 100

^ Important Notices

Review may take more than 30 days

^ Permit Status History

Hide Comments and Attachments

Status	Substatus	User	Actual Date/Time	Effective Date
Saved	Saved	[REDACTED]	8/6/17 5:59 PM	08/06/2017

Clocks, Notices, and Statuses Tab (FDOT) (continued)

Transfer Permit

Choose Cost Center to Transfer Permit:

Transfer Permit



Permit Number History

Name	Value
Permit Number	2017-L-392-020 View History



Deny Permit

Number of Days to Protest After Denial Notification Sent:

Reason for Denial: *

Date Denial Letter Sent: 

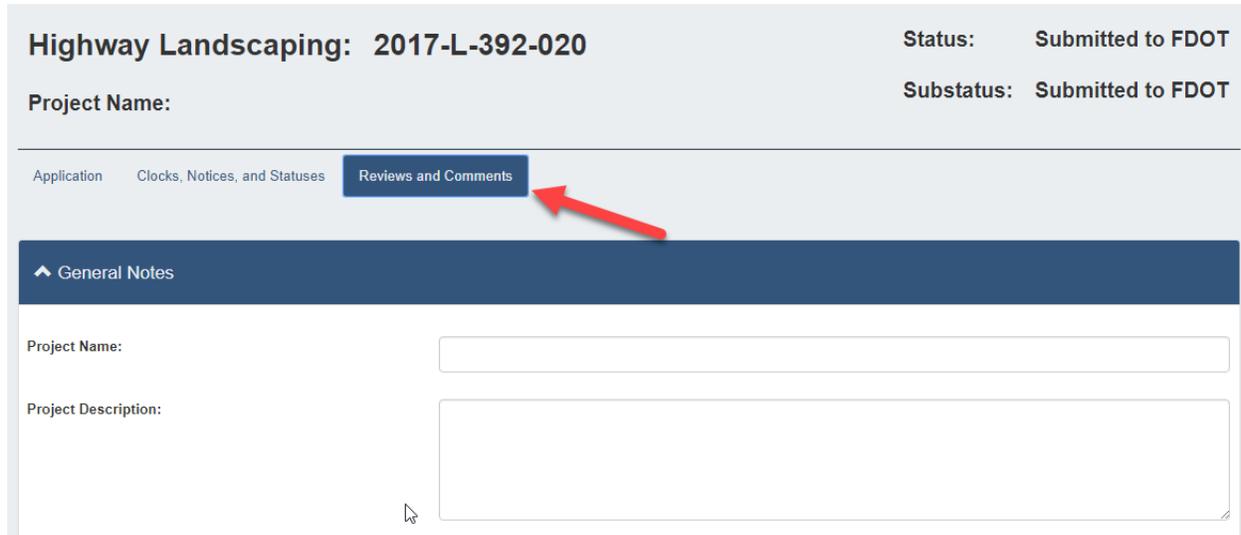
Deny

Begin Completeness Check **Withdraw** **Void**



4.2 Reviews and Comments Tab (FDOT)

The following information and actions are available under this tab.



The screenshot displays a web interface for a project titled "Highway Landscaping: 2017-L-392-020". The status is "Submitted to FDOT" and the substatus is also "Submitted to FDOT". A navigation bar includes "Application", "Clocks, Notices, and Statuses", and "Reviews and Comments", with a red arrow pointing to the latter. Below this is a "General Notes" section with two input fields: "Project Name" and "Project Description".

Highway Landscaping: 2017-L-392-020 **Status:** Submitted to FDOT
Project Name: **Substatus:** Submitted to FDOT

Application Clocks, Notices, and Statuses **Reviews and Comments**

↑ General Notes

Project Name:

Project Description:

A FDOT user can add a project name and description.

Reviews and Comments Tab (FDOT) (continued)

4.2.1 How to Assign Permit Coordinators and Reviewers

Permit Coordinators and Reviewers can be added.

The screenshot displays the 'FDOT Permit Coordinator' interface. It features three main sections:

- FDOT Permit Coordinator:** A table with columns for 'User', 'Email', 'Phone', and 'Assignment'. An 'Add' button is located at the bottom right.
- Assigned Reviews and Internal Comments:** Contains an 'Add Reviewer' button, a 'Comments' text area, and an 'Add Comment' button.
- Associated Permits:** Includes instructions on how to add a permit, a text input field, and a 'Permit Number' dropdown menu. An 'Add' button is at the bottom right.

At the bottom of the interface are three buttons: 'Begin Completeness Check', 'Withdraw', and 'Void'. Red arrows point to the 'Add' button in the 'FDOT Permit Coordinator' section, the 'Add Reviewer' button, the 'Add' button in the 'Associated Permits' section, and the 'Begin Completeness Check' button.

This screenshot shows the process of adding a permit coordinator. The 'FDOT Permit Coordinator' table is visible at the top. Below it, the 'User' field is active, showing a search bar with a dropdown list of names. The 'Assignment' dropdown menu is set to 'Permit Coordinator'. Red arrows indicate the following steps:

- Clicking the 'Add' button on the right side of the table.
- Typing a user's name into the search bar.
- Selecting a name from the dropdown list.
- Clicking the 'Add' button on the left side of the form.

To assign an FDOT Permit Coordinator, click Add (right), start typing a user's name, select the name from the list, then click Add (left).

Reviews and Comments Tab (FDOT) (continued)



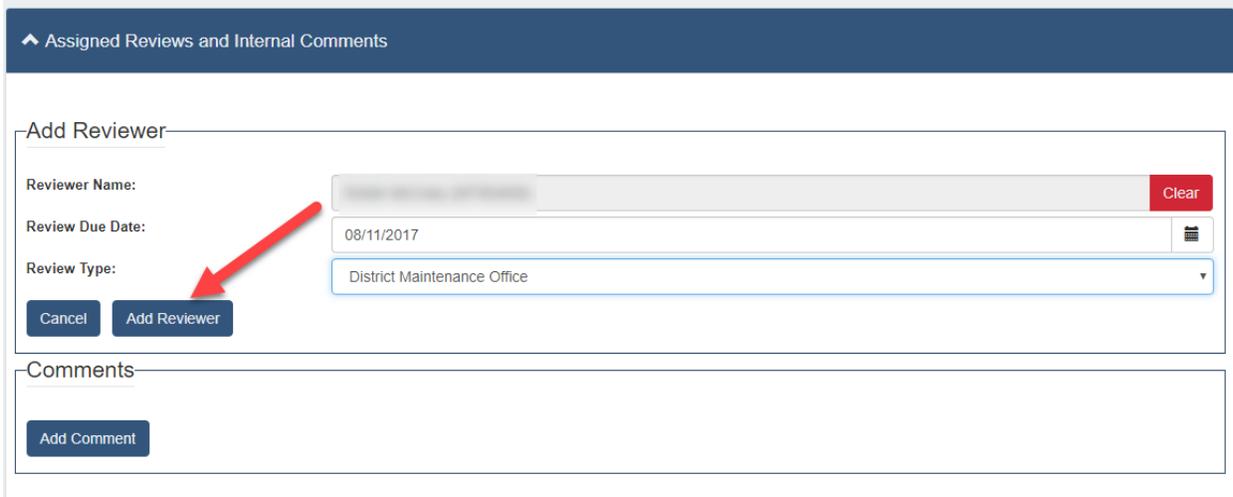
Assigned Reviews and Internal Comments

Add Reviewer

Comments

Add Comment

To assign an FDOT Reviewer, click Add Reviewer. Start typing a user's name, select the name from the list, then click Add Reviewer.



Assigned Reviews and Internal Comments

Add Reviewer

Reviewer Name: Clear

Review Due Date: 08/11/2017

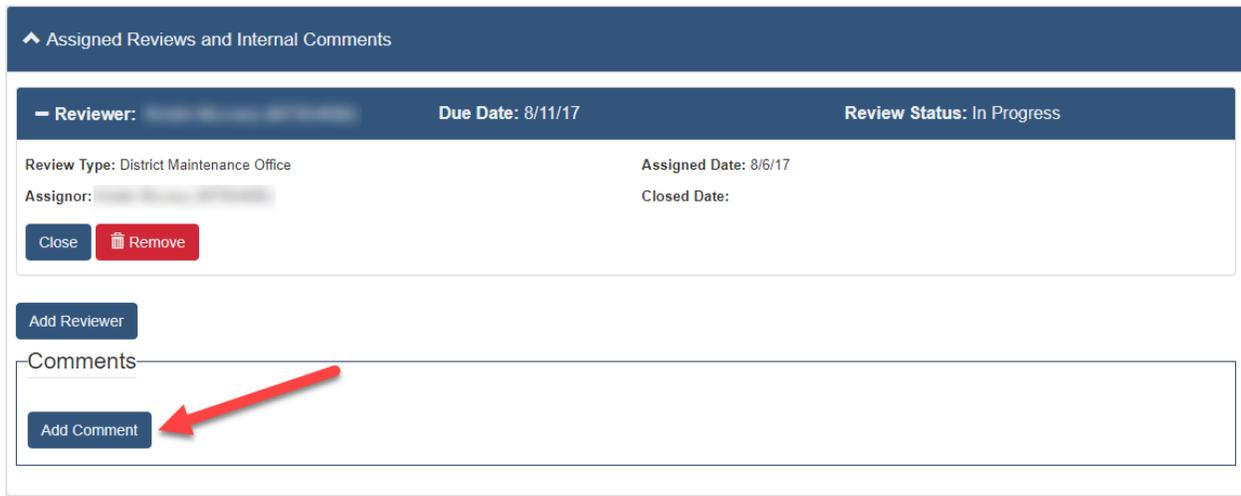
Review Type: District Maintenance Office

Cancel Add Reviewer

Comments

Add Comment

4.2.2 How to Add Reviewer Comments



Assigned Reviews and Internal Comments

Reviewer: [Redacted] Due Date: 8/11/17 Review Status: In Progress

Review Type: District Maintenance Office Assigned Date: 8/6/17
Assignor: [Redacted] Closed Date:

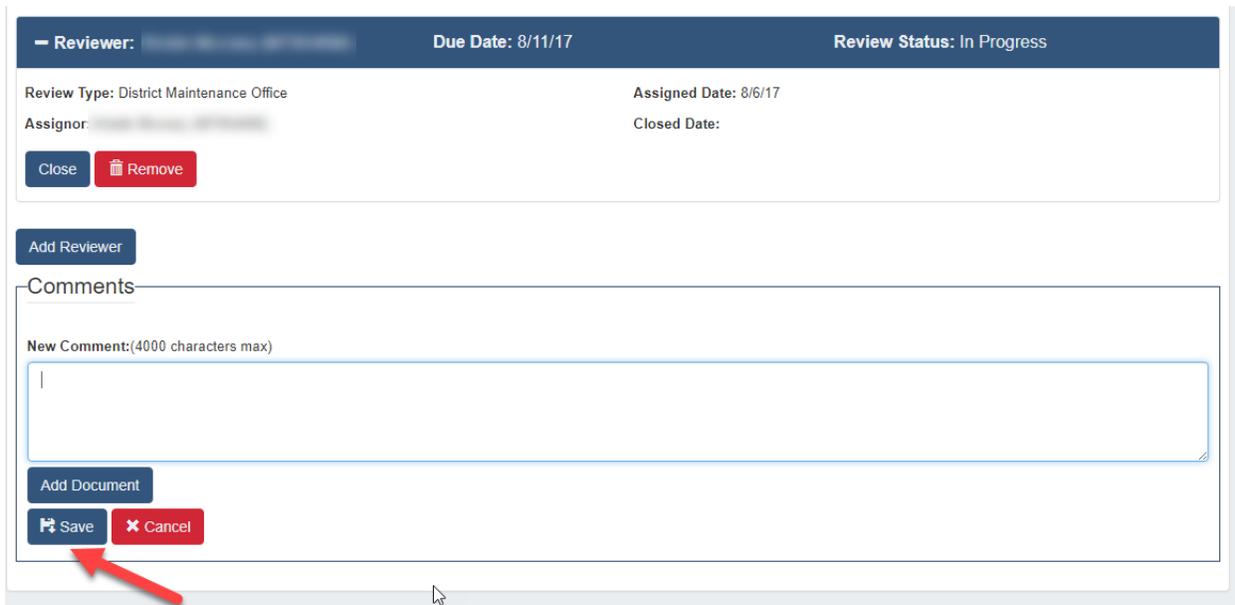
Close Remove

Add Reviewer

Comments

Add Comment

First, click Add Comments.



Reviewer: [Redacted] Due Date: 8/11/17 Review Status: In Progress

Review Type: District Maintenance Office Assigned Date: 8/6/17
Assignor: [Redacted] Closed Date:

Close Remove

Add Reviewer

Comments

New Comment:(4000 characters max)

Add Document

Save Cancel

Type in Comments, then Click Save. Documents can also be added.

4.2.3 Associated Permits can also be added.

^ Associated Permits

Instructions: To add an associated permit, select the + icon. Type in the number for the application which is associated to the permit or with the same project. Wait for the dropdown options to appear, then choose the correct Permit Number. If you would like to navigate to the associated permit, select the "Go" button to the right of the "Permit Number" text box.

Add

Permit Number

Request Additional Information Under Review Void Withdraw

4.3 Manage Permit Package Tab (FDOT)

After a permit is placed in the Under Review status, the Manage Permit Package tab will be available.

The following information and actions are available under this tab.

Highway Landscaping: 2017-L-392-020 Status: Under Review

Project Name: Substatus: Under Review

Application Clocks, Notices, and Statuses Reviews and Comments **Manage Permit Package**

^ Permit Expiration

Note: If you leave the "Expiration Date" empty when approving the permit package, the system will populate the "Expiration Date" to one year from the date of approval.

Permit Expiration Date: 

[View History](#)

Manage Permit Package Tab (FDOT) (continued)

The documents to include in the permit package can be chosen. The order of the documents can also be selected. Special Conditions for the permit can also be added.

Permit Package Documents

Selection Order	Name	Document Type	Descriptive Comment	Sensitive Document(s)	Size	User	Date	
<input type="checkbox"/>	14-40.003, F.A.C.	14-40.003, F.A.C.		No	118 KB		8/6/17 5:59 PM	⊕
<input type="checkbox"/>docx	Detailed plans or drawings		No	10 KB		8/6/17 6:05 PM	⊕
<input type="checkbox"/>pdf	Maintenance Agreement		No	77 KB		8/6/17 6:05 PM	⊕
<input type="checkbox"/>pdf	Detailed location / vicinity map		No	77 KB		8/6/17 6:06 PM	⊕
<input type="checkbox"/>pdf	Correspondence with Local Utilities		No	77 KB		8/6/17 6:06 PM	⊕
<input type="checkbox"/>pdf	Signed Application		No	77 KB		8/6/17 6:06 PM	⊕

Special Conditions

Have you received the original notarized documents and all required electronic or original copies of signed and sealed plans?: *

Special Conditions/Instructions by the Department:

Manage Permit Package Tab (FDOT) (continued)

The FDOT Engineer/48-Hour Contact can be added.

^ FDOT Engineer / 48-Hour Contact

Primary FDOT Engineer / 48-Hour Contact: Clear

Additional FDOT Engineer / 48-Hour Contact: Clear

Notify FDOT Engineer of Assignment

^ Email Package to External Reviewer

Instructions: This section allows you to email documents for review to non-FDOT staff who do not have access to OSP. The email will automatically include the application form. Check the additional documents above from "Permit Package Documents" section that you would like included in the email.

The "Review Request" comments and the "FDOT Contact for Reviewer" will be included in the text of the email notification.

Reviewer Email Address: *

Review Request:

FDOT Contact for Reviewer: * Clear

An Email Package to an external reviewer can be sent if needed.

4.4 Inspections Tab (FDOT)

After a permit has an Approved status, the Inspections tab will be available.

The screenshot displays the permit management interface for a permit titled "Highway Landscaping: 2017-L-392-020". The permit's status is "Approved" and its substatus is also "Approved". The interface includes a navigation menu with the following tabs: "Application", "Clocks, Notices, and Statuses", "Reviews and Comments", "Manage Permit Package", and "Inspections". A red arrow points to the "Inspections" tab. Below the navigation menu, there is a section titled "Assigned Inspectors and Inspection Findings" with a blue header. This section contains an "Add Inspector" button, a "Comments" text input field, and a "Work Initiated" button. At the bottom of the interface, there is a row of action buttons: "48 Hour Request to Begin Work", "Expire", "Withdraw", "Request Permit Revision", "Time Extension Request", "Void", "Suspend Permit", and "Revoke Permit". A second red arrow points to the "Add Inspector" button.

4.4.1 How to Assign an Inspector

To add an inspector, click Add Inspector. Start typing a user's name, select the name from the list, then click Add Inspector.

Highway Landscaping: 2017-L-392-020 Status: Approved

Project Name: Substatus: Approved

Application Clocks, Notices, and Statuses Reviews and Comments Manage Permit Package **Inspections**

^ Assigned Inspectors and Inspection Findings

Add Inspector

Inspector Name: Clear

Inspection Assigned Date: [icon]

Inspection Due Date: [icon]

Inspection Type: v

Comments

Inspections Tab (FDOT) (continued)

4.4.2 How to Add Inspection Comments

After work is initiated, inspector comments can be added. First, click Add Comment.

Highway Landscaping: 2017-L-392-020 Status: Approved

Project Name: Substatus: Work Initiated

Application Clocks, Notices, and Statuses Reviews and Comments Manage Permit Package **Inspections**

^ Assigned Inspectors and Inspection Findings

+ Inspector: Due Date: 8/6/17 Inspection Status: In Progress

Comments

Highway Landscaping: 2017-L-392-020

Status: Approved

Project Name:

Substatus: Work Initiated

- Application
- Clocks, Notices, and Statuses
- Reviews and Comments
- Manage Permit Package
- Inspections**

Assigned Inspectors and Inspection Findings

+ Inspector: [Redacted] Due Date: 8/6/17 Inspection Status: In Progress

Add Inspector

Comments

New Comment:(4000 characters max)

Inspection Date:

Add Document

Save Cancel

Type in Comments, then Click Save. Documents can also be added.

5.0 How to Search for a Permit (FDOT)

The screenshot shows the top navigation bar of the FDOT website. The 'Search' tab is highlighted with a red arrow. Below the navigation bar, there is a welcome message and a 'Please Note' section regarding office hours and permit types.

Welcome to the Florida Department of Transportation (One Stop Permitting) site. From this website you will be able to see the permits that are administered by the Florida Department of Transportation (FDOT), the Florida Administrative Code (F.A.C.) Rule Chapters that govern the permit requirements, and information concerning the permit applications and how to submit them. Contact information for permit staff can be found under the Permit Offices tab. You can find the appropriate contact information for your county of interest by using the interactive map. If you are interested in obtaining information on permits that have been issued by the FDOT, you can use the GIS Permit Search or Reports tab to run various reports.

Please Note: Office of Information Hours of Availability for enterprise applications.

Wrong type of Permit?
Visit the Licensing and Permitting section of MyFlorida.com
For permits NOT associated with the Florida State Highway System, please contact your local County or City government office.

Click the Search tab.

Permit Search

Permit Number:

Permit Year:

Permit Type:

District:

Cost Center:

Status(es):

Substatus(es):

Show Advanced Options:

Clear Submit

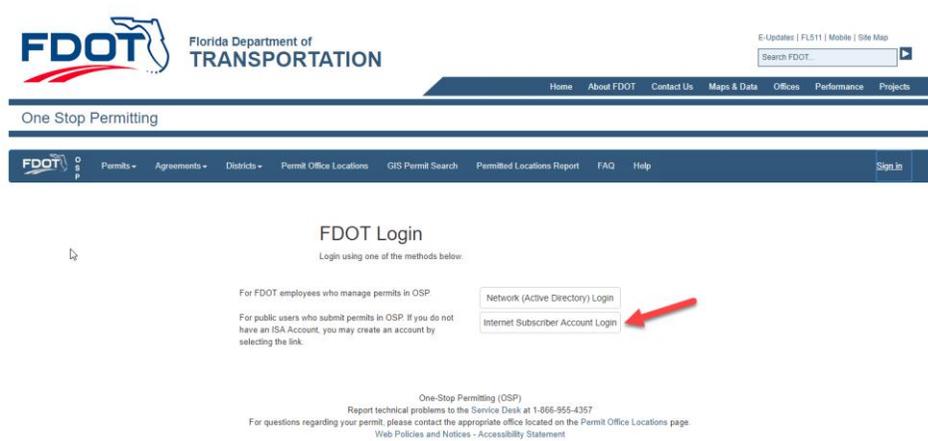
Advanced search options are also available. Following are the results when searching by a Permit number.

Expand All Collapse All
Results 1 through 1 of 1
Execution Time: 08/07/2017 08:28 AM Permit Search Results Excel Export

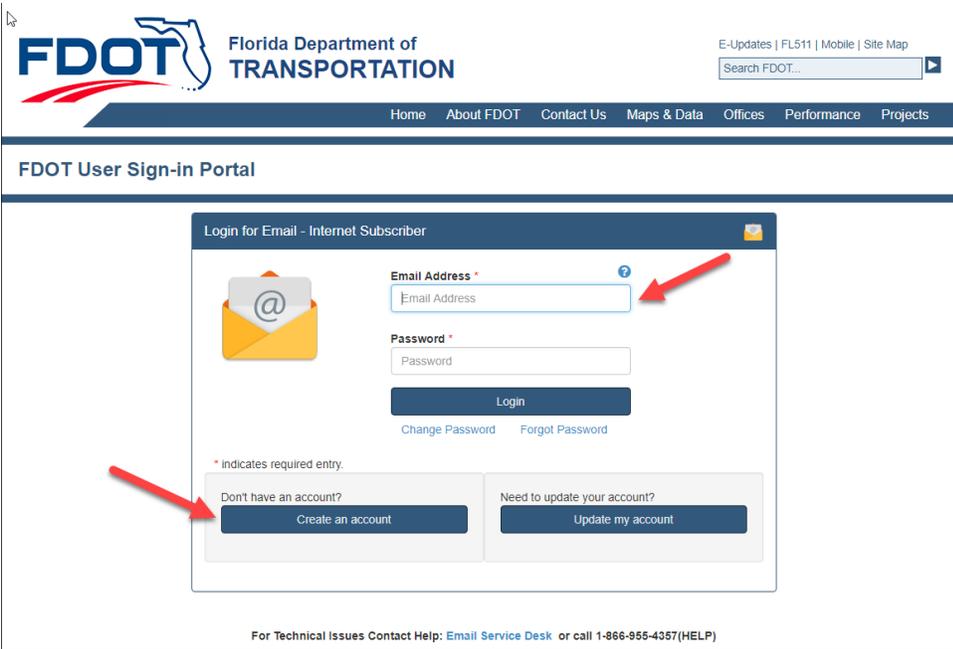
Edit	Permit Number	Permit Type	District	Cost Center	Status	Substatus	Permittee Name	Submitted Date
+ Edit	2017-D-496-014	Drainage	District 4	496 - Palm Beach Ops	Under Review	Under Review	Cobblestone Plaza at Boynton LLC	04/24/2017-12:00 AM

Utility Permit Update

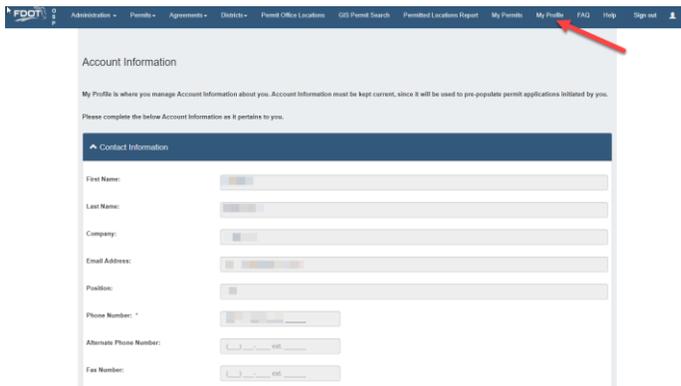
The Utility permits have now been transitioned into the FDOT's new One Stop Permitting (OSP) application. To login as an external user submitting a permit to FDOT, first click Internet Subscriber Account Login (ISA).



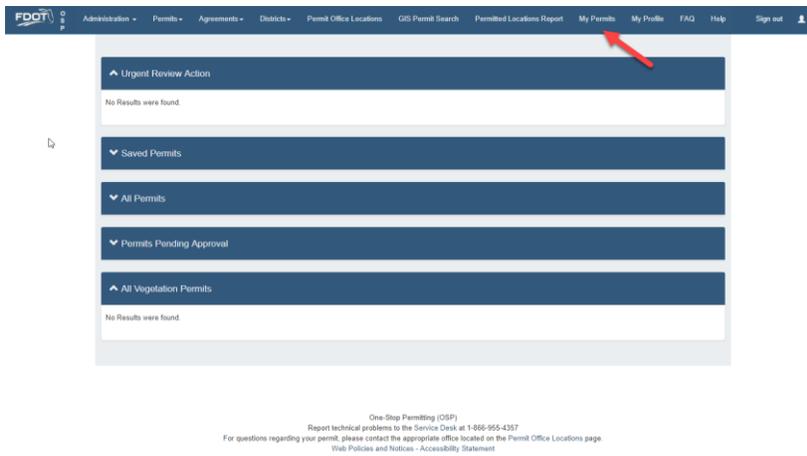
Login using your current ISA email address and password. If you do not have an ISA, click Create an Account.



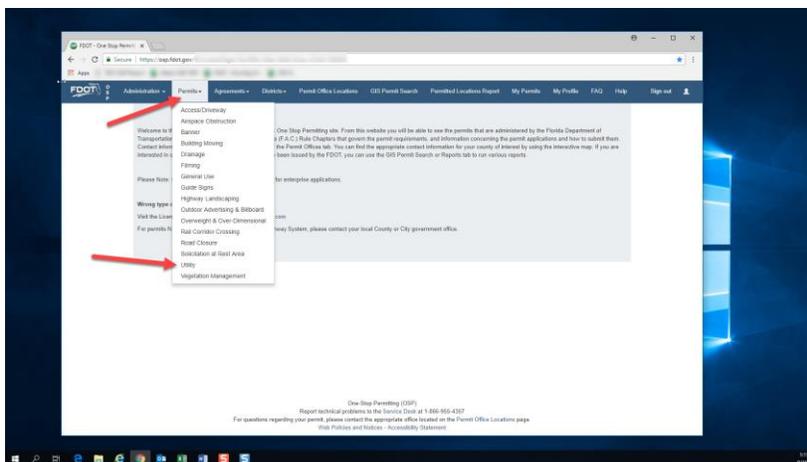
Your account information can be managed under the My Profile tab.



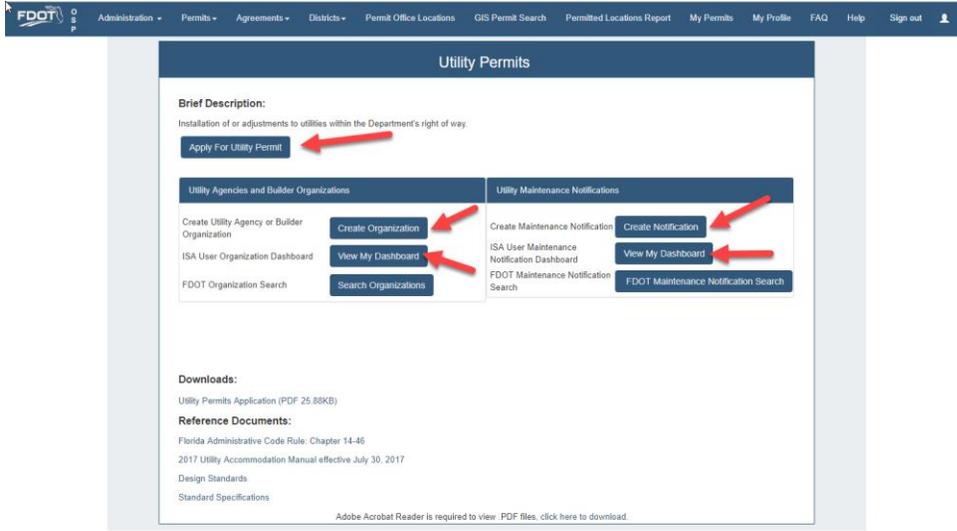
Information concerning permits you have created and submitted can be found under the My Permits tab.



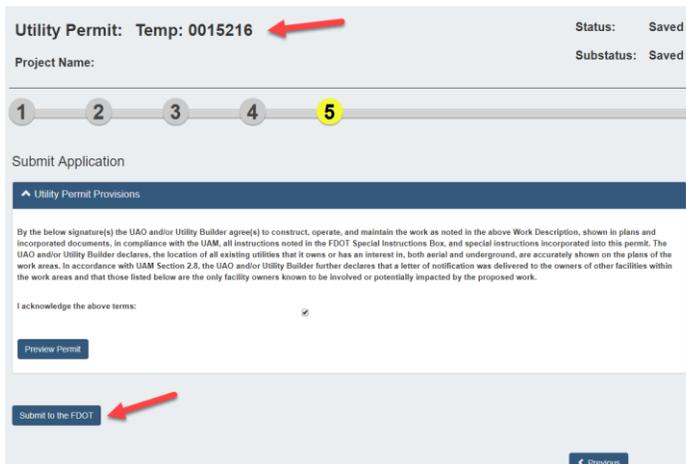
To create a new utility permit, go to the Permits tab and then select the Utility permit.



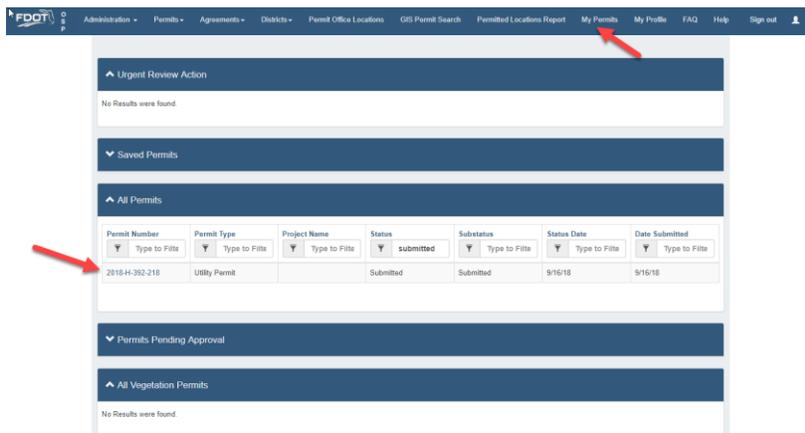
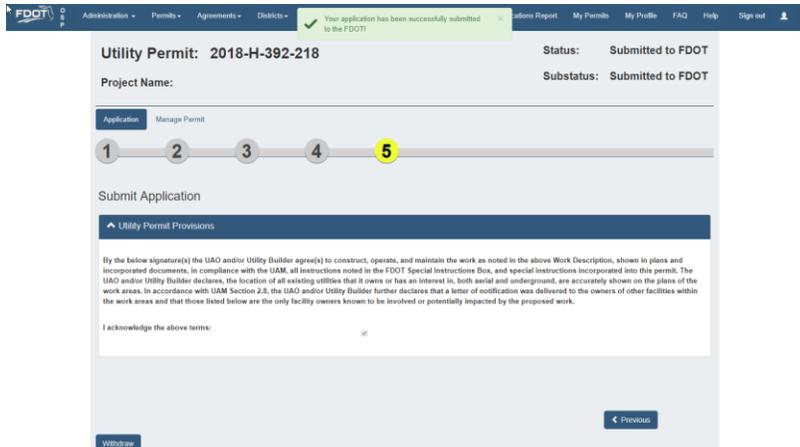
On the Utility Permits page, you can create an Organization for the OSP application, update an existing Organization, and create and view Maintenance Notifications. You will also create new utility permits from this page.



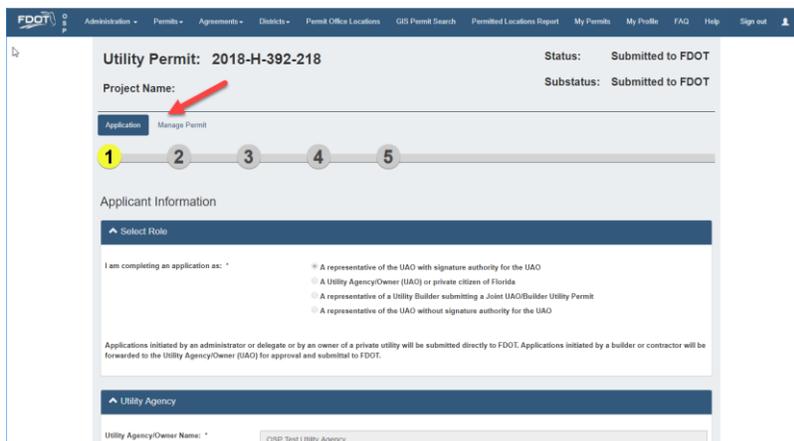
Until a permit is submitted to the FDOT, it will be in the Saved status with a Temp. permit number.



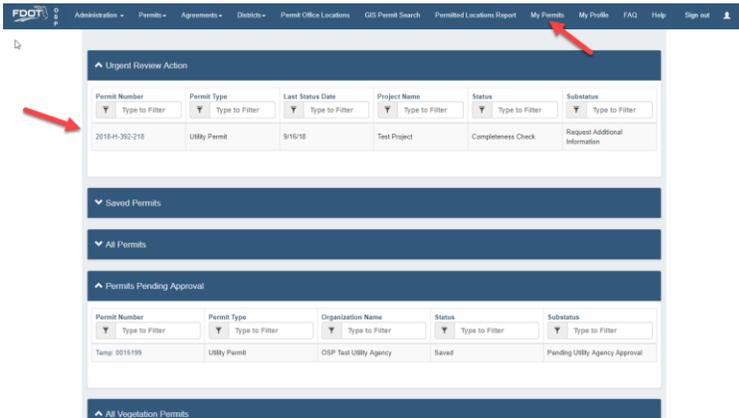
After a permit is submitted to FDOT, it will then be given a permit number, and it will be listed under the My Permits tab in the All Permits grid.



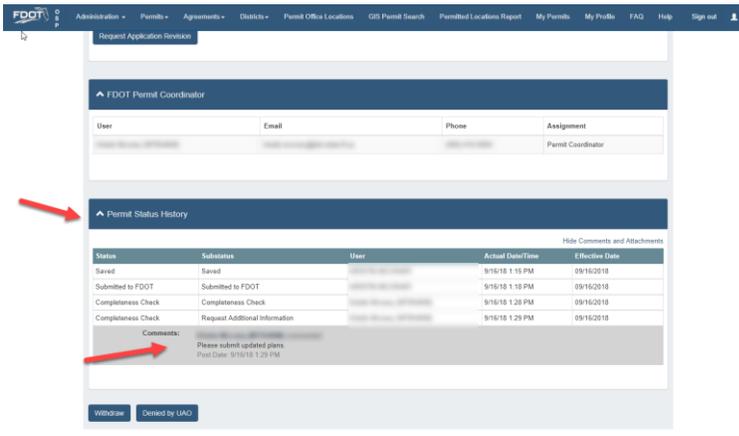
Clicking the permit number link above will open the following page. You will now have an Application tab and a Manage Permit tab. The Application tab will take you to the electronic application previously completed and submitted. The Manage Permit tab will take you to a page where you can view Important Notices, the FDOT Permit Coordinator information, and the Permit Status History.



At times FDOT may request additional information from the applicant. These Requests for Additional Information (RAI) can be found under the Urgent Review Action grid under the My Permits tab.



To view the information requested, click the permit link and then go to the Manage Permit page. The information requested can be found under Permit Status History.



The permit can be resubmitted to FDOT by going to tab 5 under Application and clicking Resubmit to FDOT.

