Invitation to Negotiate (ITN)
ePermitBuilder System
DEP Solicitation Number: 2018019

APPENDIX C - PERMIT TEMPLATES
IDENTITY GUIDELINES DRAFT

This draft document is being provided to show the type of formatting the Agency expects the ePermitBuilder solution to support. The document was not final when the ITN was issued but is provided in draft form to show the formatting flexibility needed.

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Carlos Lopez-Cantera
Lt. Governor

Noah Valenstein
Secretary

Florida Department of Environmental Protection

DRAFT - Permitting Template Instructions

GENERAL INFORMATION

January 11, 2016

The intent of this memo is to provide permit processors with general instructions regarding the various permit templates. The intent of the permitting templates is to gain consistency on the structure and language of permitting documents program to program, District to District, and District to Division. If you have any questions regarding these instructions or the template, contact your permitting PA.

Template Versions and Location
All templates shall include a version in order to track changes made to the template and to ensure the latest version is being used statewide. The latest version of all templates created for permitting will be housed on the Permitting Reference SharePoint site found here:
https://floridadep.sharepoint.com/permitting/_layouts/15/start.aspx#/SitePages/Home.aspx
All DEP employees statewide have read access to this site. In order to ensure you are using the correct template version, a version in the format of *v. 1.0* has been added below the signature on the first page of the template as well as in the file name of the template. Do not delete or change the version number in the letter. Ensure you are always working from the latest version of the template by always using a template from the SharePoint site above and **not** saving templates locally.

Each District/Division may create their 'own' template version from the master template. Because the template is non-program specific by design, only one individual template is needed per District; do not create multiple templates for your District. This allows for a saved template with the applicable addresses identified on the template for your District/Division. These individual templates shall be saved on the above SharePoint site with the same effective date in the footer as the master template. No past versions of templates shall be maintained on the SharePoint site or elsewhere.

Permit Document Identity Guidelines
The identity guidelines described here will be used for all permit templates. These permitting template identity guidelines were developed with three goals. First, to parallel the approved Department identity guidelines wherever possible. Second, to fill in any gaps which the approved identity guidelines do not cover for templates. Third, to create template standardization which is simple and easy – wherever possible, default or normal settings/formats have been chosen. If something is not spelled out below, use your best judgement and efforts to create a professional document.

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All Templates

Font	Times New Roman
Font size	11-12
Page Setup - Margins	Top: 1” Bottom: 0.5” Right & Left: 0.75”
Alignment	Left aligned
Line Spacing	Single space
Paragraph Spacing	6 pt after paragraphs
Spacing after sentences	2 spaces
Document Title	All caps, bold
Paragraph/Section/Subsection Headers	Bold
Document Headers	• Same size as document font size • Left aligned: Letters • Centered: Permits
Block Format	0” indent at the start of new paragraphs

Letters Only (RAI, Application Complete)

Font	Times New Roman
Font size	11-12
Margins	• Top: 1” • Bottom: 0.5” • Right & Left: 0.75”
Block Format	• 0” indent at the start of new paragraphs
Alignment	Left aligned
Line Spacing	Single space
Paragraph Spacing	6 pt after paragraphs
Spacing after sentences	2 spaces
Document Title	All caps, bold
Paragraph/Section/Subsection Headers	Bold
Document Headers	• Same size as document font size • Left aligned
Document Footer	Title Page: Centered & Green *(www.dep.state.fl.us)*

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DEP Permits

Cover Page	
Various Font Sizes	All Centered
Facility/Owner Name	• Font 26, Bold, No line space
Site Name	• Font 24, Bold, 6 pt
Facility ID#	• Font 18, No line space (0 pt)
County	• Font 18, skip 2-lines/24 pt
Type of Permit	• Font 18, skip 1-line/12 pt
Permit No.	• Font 14, Bold, 0 pt
Renewal/revision/initial *if needed*	• Font 12, skip 1-line/12 pt
Color Logo	• Centered, above PA information
Permitting & Compliance Authority Title &	• Font14, Bold, underlined
Body	• Font 14, skip 1-line between address & phone/fax
Table of Contents	
Header	• Facility/Owner left aligned
	• Site Name right aligned
	• Bottom border
Footer	• No footer or i
Type of Permit	• Font 16, underline, bold, centered, 0 pt
Permit No.	• Font 11/12, centered, skip 1-line/12 pt
Table of Contents (Title)	• Font 11/12, Bold, underlined, centered, 0 pt
Section & Page #	• Font 11/12, bold, underlined
	• Section – left aligned
	• Tab 7.0 (right hand, use dot leader in table of contents)
	• Page # - right aligned
Section Numbers	• Roman Numerals, I, II, III, IV, etc.
Page Numbers	• Regular numbers, 1, 2, 3, etc.
	• Add title for appendices and list in alphabetical order
Permit Requirements	
Font	Times New Roman
Font size	11-12
Page Setup - Margins	Top: 1"
	Bottom: 0.5"-big permits; 0.75"-short permits
	Right & Left: 0.75"
Block Format	0" indent at the start of new paragraphs

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Alignment	Left aligned
Line Spacing	Single space
Paragraph Spacing	6 pt after paragraphs
Spacing after sentences	2 spaces

<u>Section Headers</u>	• 0.5" from edge
	• All caps
	• Bold
	• Centered
	• SECTION I, II, III, etc. Title
	 SECTION I. Facility Information
	 SECTION II. Administrative Require-
	  ments/Facility-Wide Conditions
	 SECTION III. Permit Conditions (ex-unit,
	  equipment, what conditions pertains to)
	• Underlined – page width
	• Paragraph-0pt before and after

<u>Section Footers</u>	• 0.3" from edge
	• Font 10 or 11pt (one size smaller)
	• Paragraph-12 pt before 0 pt after
	• Left & right aligned
	• Left side–Facility/site info/permit type
	• Right Side–Permit#/project name/permit type
	• Page number centered at bottom
	  ➢ Ex: Page 2 of 20
	  ➢ Paragraph-0 pt before & after

<u>Subsection Titles</u>	• In header • Subsection A, B, C, etc. Title • Bold • Located under the page width line • Paragraph-0 pt before 12 pt after
<u>Permit Section</u>	• Table (optional) identifying the regulated facility/equipment/emission unit, etc. • Detailed description of regulated entity. • Permitting Note (*italic*) identifying applica- ble regulations.
Titles within Subsections	• Bold • Underlined *or* all caps

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Conditions # & Format Styles	1. or A.1. <u>Condition Heading</u>. Requirements…

	A.1. (A-subsection for long permits)
	  a. *Subordinate Heading (italic)*. Require-
	      ments… {No a. without a b.}
	   (1) (No Heading) Requirements…{no (1)
	        without a (2)}
	      (a) (No Heading) Requirements…{no
	           (a) without a (b)}
	         i. (No Heading) Requirements…
	              {No i. without an ii.}
	• 0 **or** 3pt within condition
	• 6pt between conditions
	• Every condition requires a rule citations.
	• Rule citations need to be attached to condition
	  or 0 or 3 pt after condtion.
	• Rule citations are in square brackets [Rule]

Notes:
1. All acronyms are identified and are identified only once in the permit.
2. Percent does not need to be identified (universal) and show as 10% (no space).
3. Write out degrees Fahrenheit (°F) and show as 98°F (no space).
4. If a semicolon is used add 2 spaces afterwards.
5. Information tables should be 1 pt smaller than document (optional).
6. Notes and Permitting Notes:
   • Use parenthesis brackets: (Note: Explanatory notes that are part of the enforceable condition are just "Notes" not "Permitting Notes" and are not italicized. They should be placed within the condition before the rule citation.)
   • Use braces and italics: *{Permitting Notes: Permitting notes are for other permit writers, compliance personnel or the permittee for informational purposes.}*

Text Styles
Text styles are used throughout the template to represent various actions. The following is a key to the template text styles:
   • Red font represents fields where staff should input or select the appropriate information. See Drop Down / Fillable Fields section below for more information.
   • *Highlighted yellow italicized* text identifies instructions to the processor and specific entries which are not applicable in all cases. All highlighted yellow text and any corresponding non-applicable verbiage must be deleted.
   • Black text should not be changed or modified (except that black text identified above with corresponding highlighted yellow italicized text instructions).

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- X's are unique to the statewide-master template and should be replaced by your District/Division's unique identifiers as appropriate.

Drop Down Boxes / Fillable Fields

Choose the applicable items from each red drop down box or fill in the fillable red areas – do NOT press the [ENTER] key when inside of a drop down box or fillable field. Enter all requested information in the correct location. Some fillable fields are linked – that means that when you fill in the first one, other boxes and fields that use this same information will autofill. If you fill in a field that is linked to a prior field, the text will appear orange – this lets you know that you are not supposed to be filling in information into this field box, instead, it should be filled into a field box earlier in the template that has the same red title.

Changes to Templates

Templates are a living document. The following are guidelines on what can be readily changed in the template and what cannot:

- Drop down boxes are NOT protected. Add, subtract, and modify the list of items in the drop down boxes as needed.
- District/Division specific information, such as address and contact information, may be changes as needed.
- Words in black and highlighted italicized instructions should NOT be changed. If you think the language in black or instructions need to be modified, please inform your permitting PA. If the change is agreed upon statewide, the template will be modified and updated with a new version.

Consistency Changes

In order to utilize one template across multiple programs, consistent language is required for our vocabulary terms. The following terms have been agreed upon statewide:

- **Site/Facility:** This is a drop down box in the template; pick whichever term is applicable for the project. For ERP single family residential permit applications, choose "Site" from the drop down box.
- **DEP Application No.:** All references to the PA project number (formerly referred to as "DEP File No.," "File No.," "DEP No.," etc.) shall be referred to as the "DEP Application No." This is the term which should also be used when referencing the project in all correspondences including emails, application complete letters, etc. prior to the permit being issued.

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Appendix D PDF of all Diagrams

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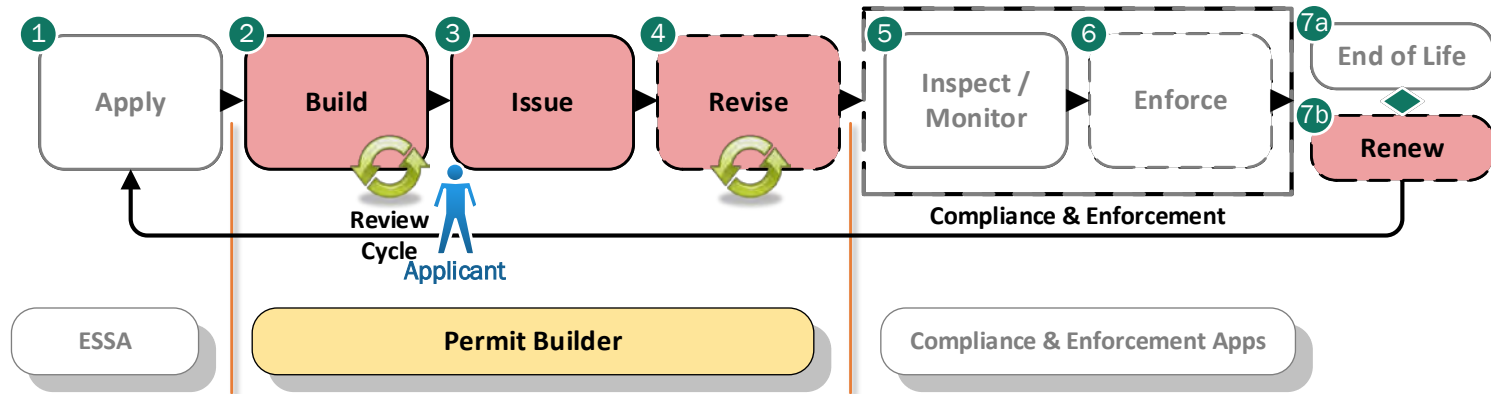**Figure 1. Work Process Scope**
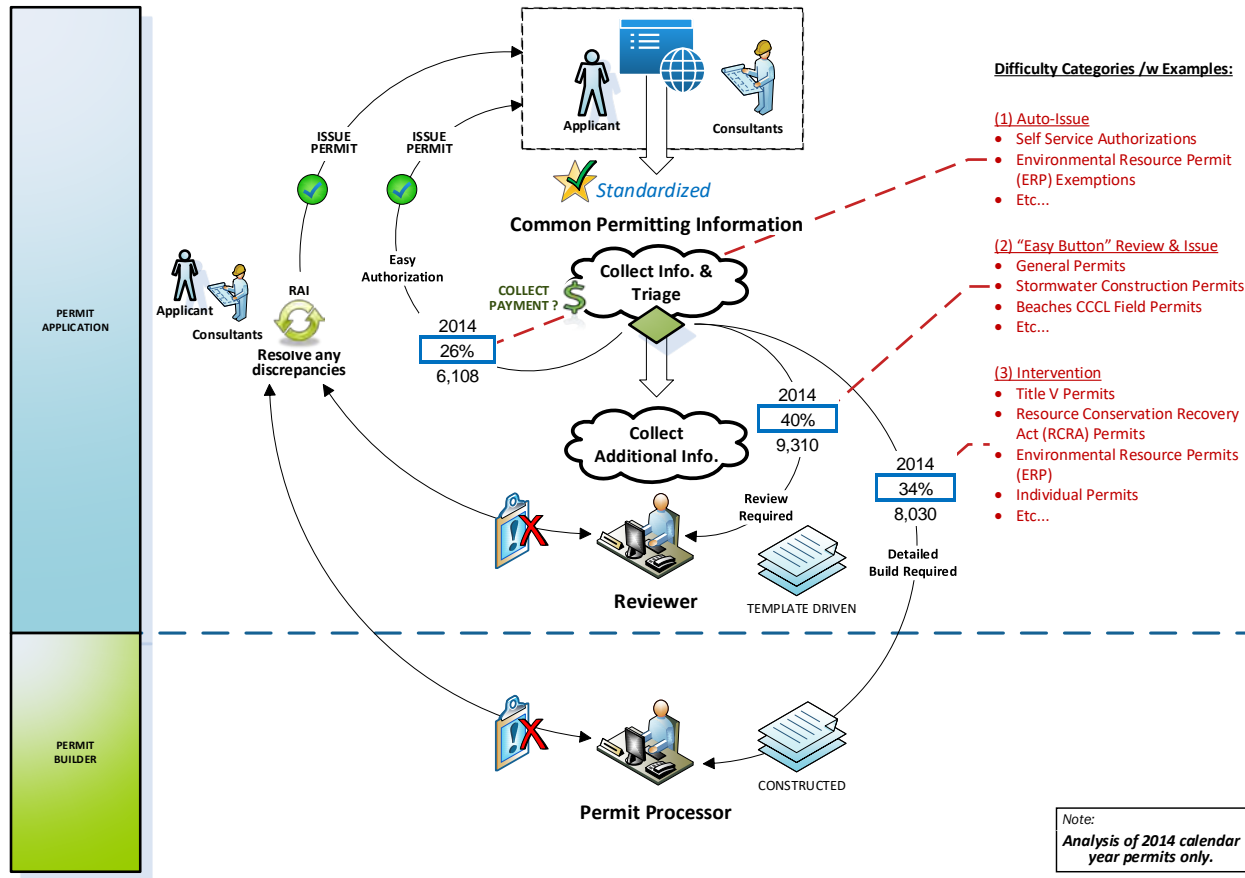
Permitting Lifecycle

Figure 2. High-Level Vision

Difficulty Categories /w Examples:

(1) Auto-Issue
- Self Service Authorizations
- Environmental Resource Permit (ERP) Exemptions
- Etc...

(2) "Easy Button" Review & Issue
- General Permits
- Stormwater Construction Permits
- Beaches CCCL Field Permits
- Etc...

(3) Intervention
- Title V Permits
- Resource Conservation Recovery Act (RCRA) Permits
- Environmental Resource Permits (ERP)
- Individual Permits
- Etc...

Note:
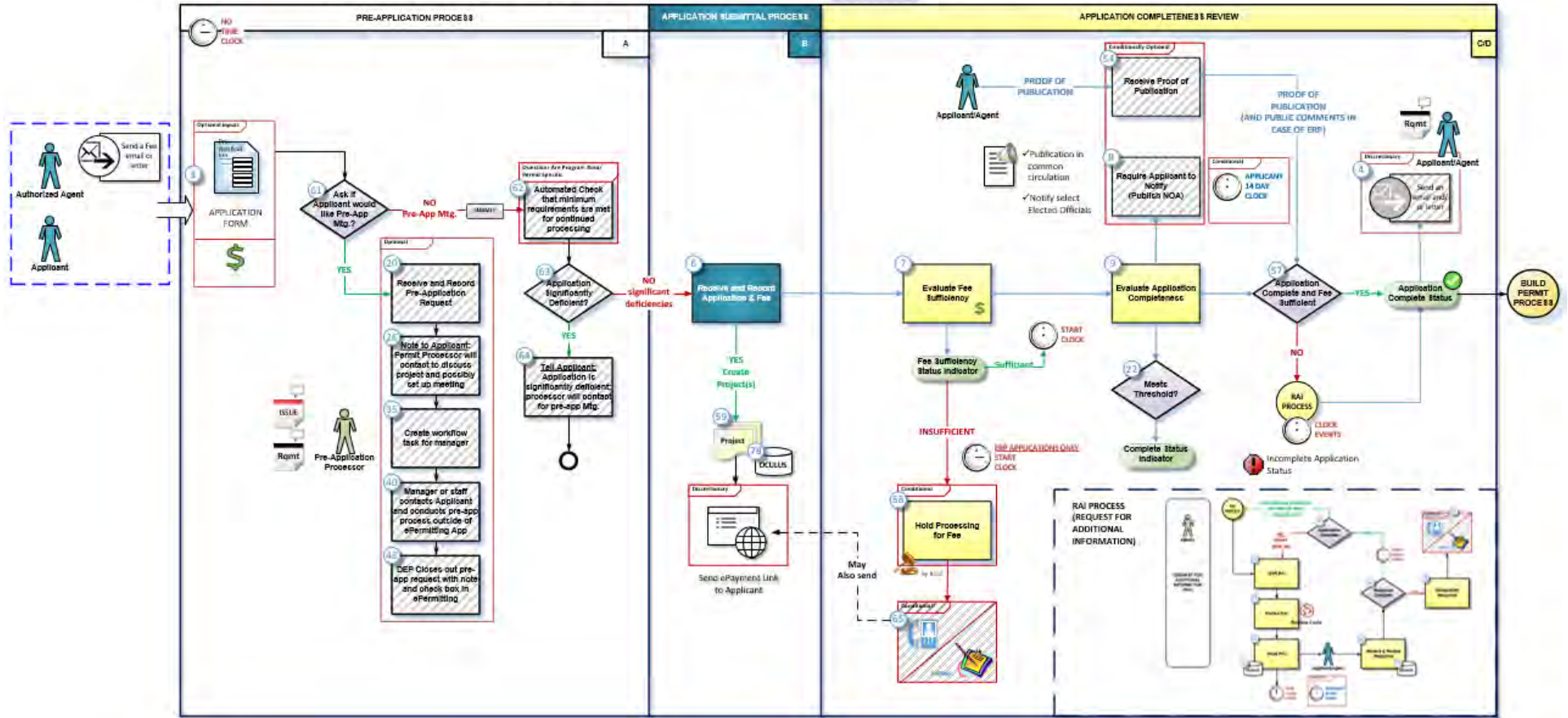*Analysis of 2014 calendar year permits only.*

Figure 3. High Level Paper-Based Permitting Process Model - Pt1

Standard Terms for Optionality:
- ✓ Discretionary (by department, case by case)
- ✓ Optional (by applicant)
- ✓ Conditional by program area or permit type rule

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Figure 4. High Level Paper-Based Permitting Process Model - Pt2

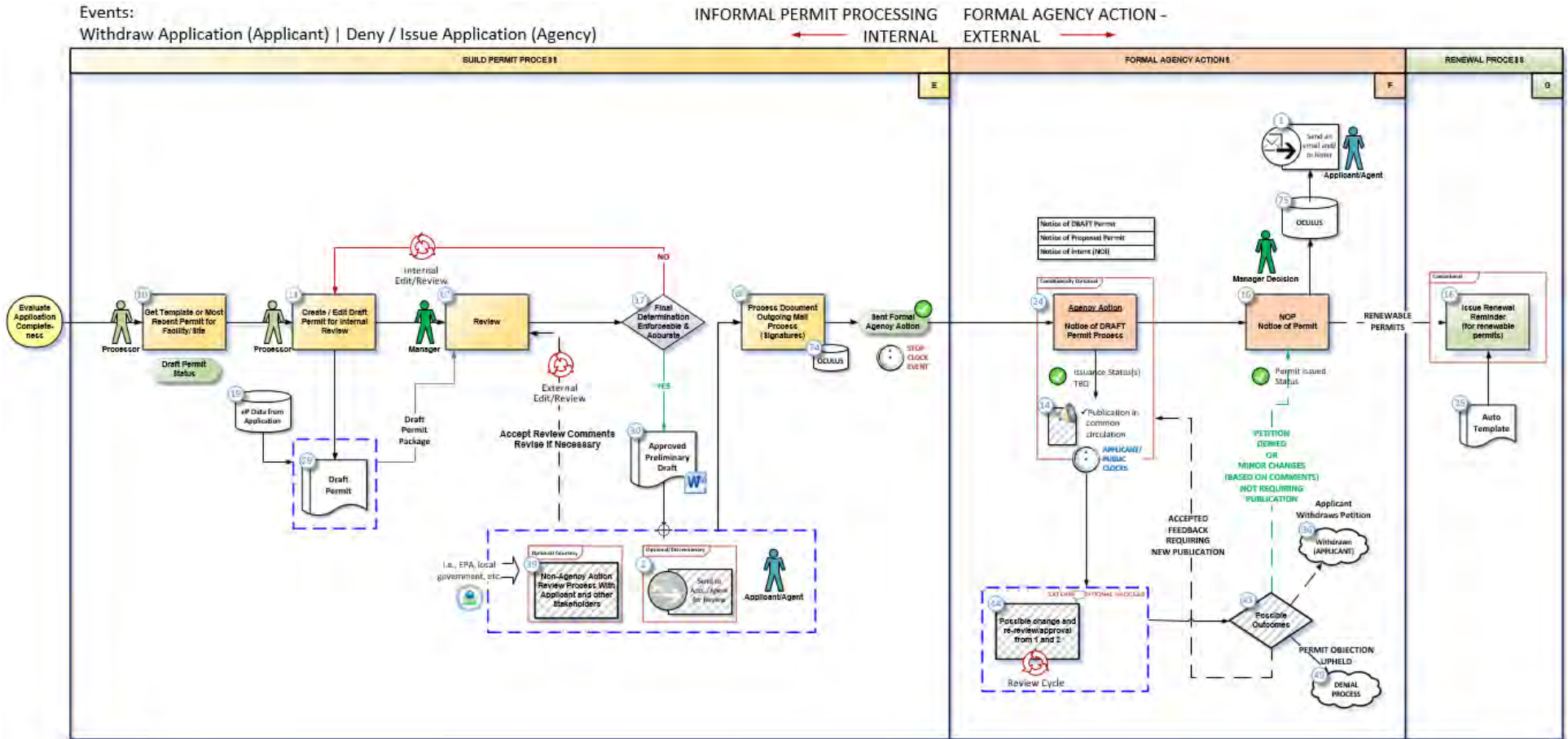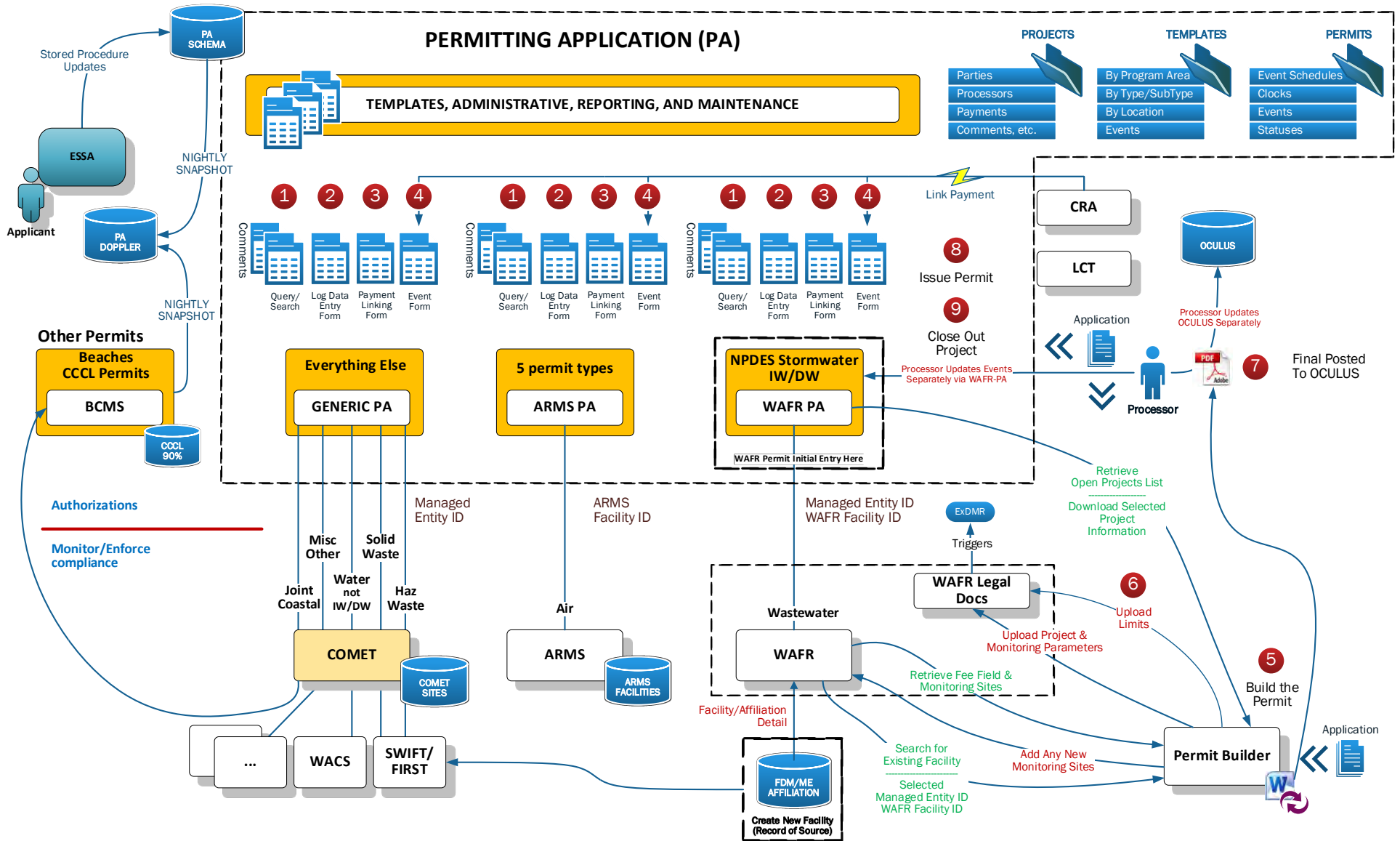# Figure 5. High Level Architecture - Current State

Figure 5. High Level Architecture - Current State

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Figure 6. Complex Permits - 3 Yr Count
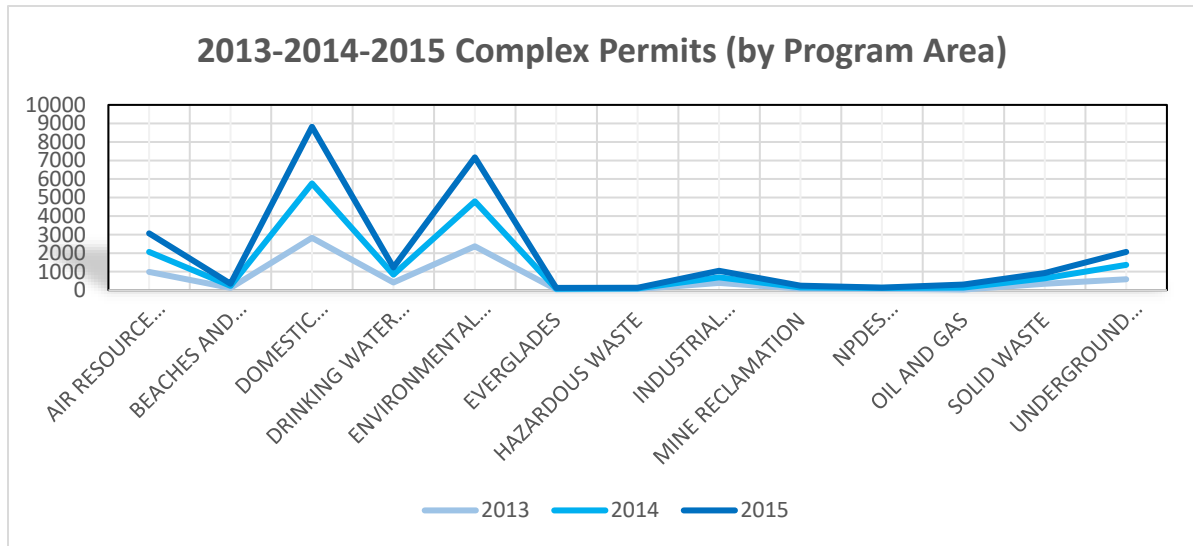

2013-2014-2015 Complex Permits (by Program Area)

Table 1. Number of 2015 Complex Permit Types per Program Area

PROGRAM	Complex Permit Types/Subtypes	2015 Permit Counts	% of Total
DOMESTIC WASTEWATER PROGRAM	47	3059	35.52%
ENVIRONMENTAL RESOURCE PERMITTING	80	2371	27.53%
AIR RESOURCE PERMITTING	31	996	11.56%
UNDERGROUND INJECTION PROGRAM	32	703	8.16%
DRINKING WATER PROGRAM	27	384	4.46%
INDUSTRIAL WASTEWATER PROGRAM	44	351	4.08%
SOLID WASTE	34	281	3.26%
OIL AND GAS	6	162	1.88%
BEACHES AND COASTAL SYSTEMS	18	108	1.25%
MINE RECLAMATION	8	92	1.07%
EVERGLADES	17	48	0.56%
HAZARDOUS WASTE	12	39	0.45%
NPDES STORMWATER PROGRAM	3	19	0.22%
Grand Total	**359**	**8613**	**100.00%**