ePermits



SUBMIT RIGHT-OF-WAY DEDICATION
PUBLIC-FACING
USER MANUAL

Last Updated 9/23/26

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OVERVIEW

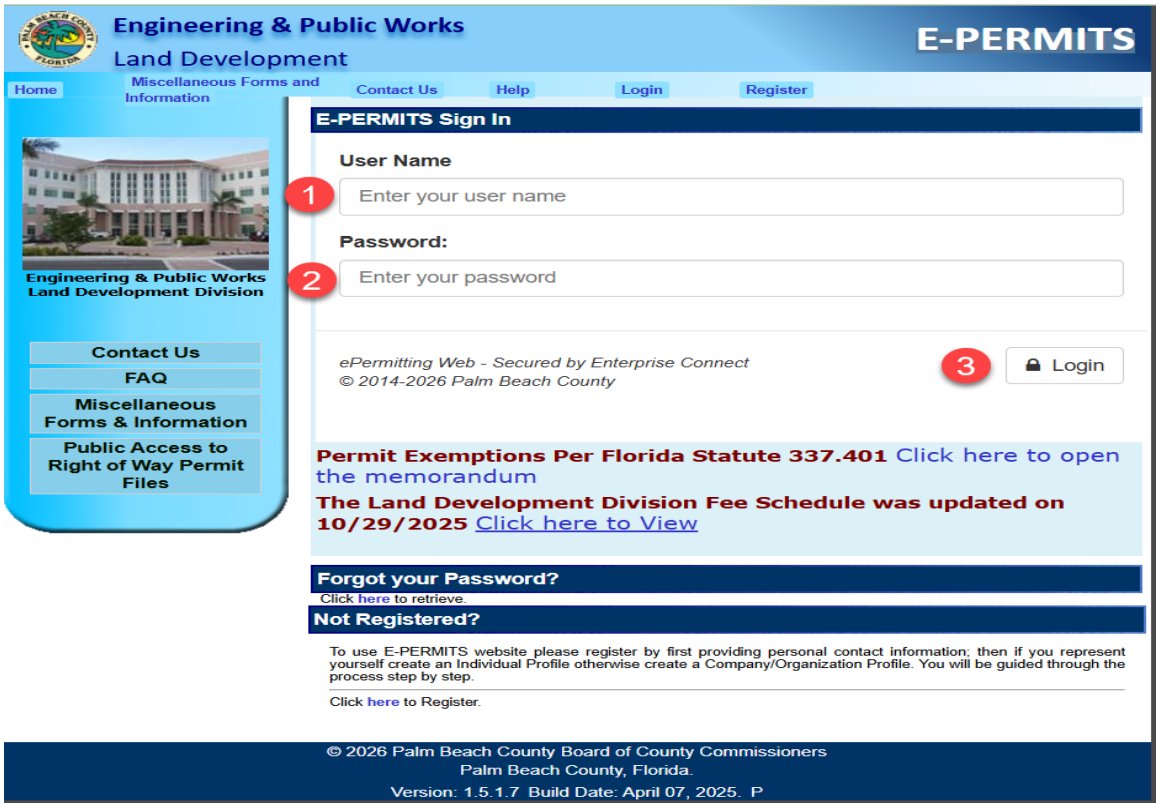
The Right-Of-Way Dedication is available on the online Public-Facing permit portal, which allows applicants to submit their project information and receive comments and approvals electronically.

HOW TO LOGIN INTO E-PERMITS

Precondition: Have a valid User Name and Password. If you're not registered, please refer to the user manual for instructions on how to register, or click the register link on the sign-in page.

From an Internet browser window, go to https://pbc.gov/EPERMITS to access the Palm Beach County Engineering & Public Works (Land Development)

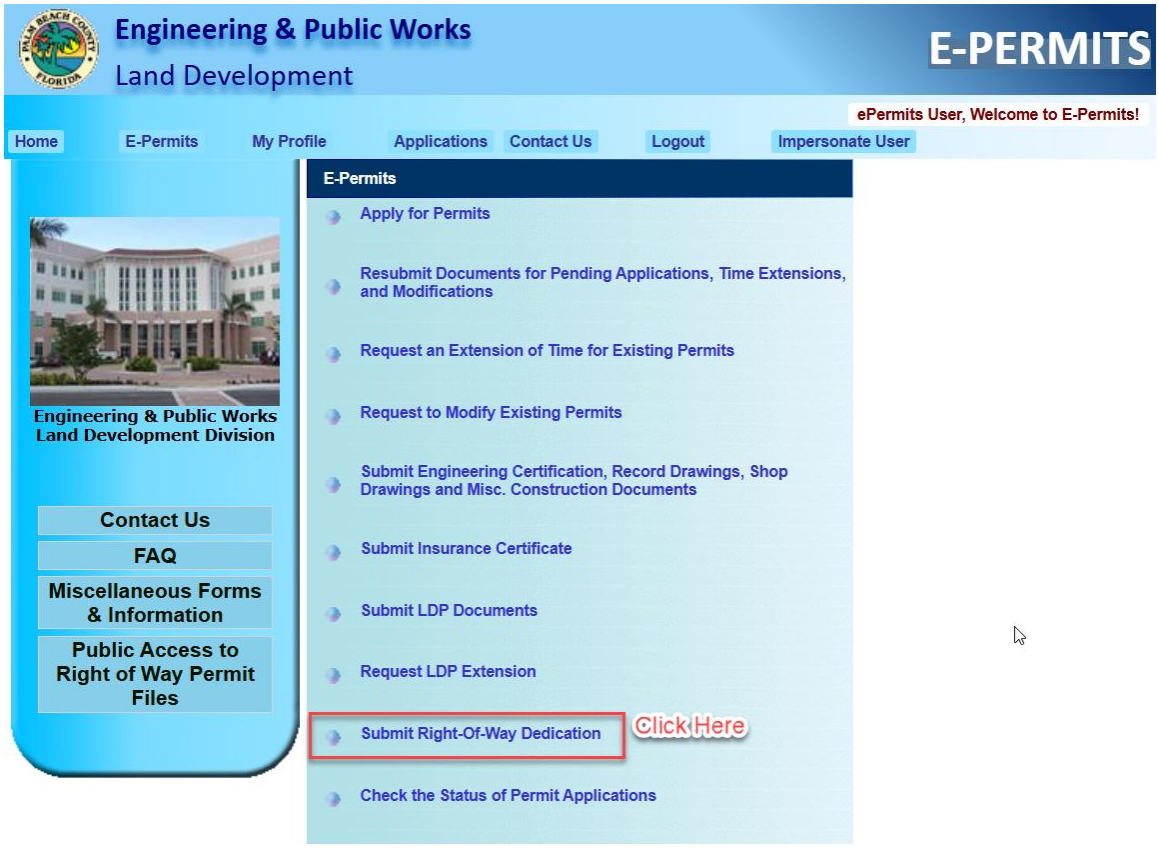
1. Click in the User Name field and enter your User Name
2. Click in the Password field and enter your Password
3. Click on the Login button



HOW TO SUBMIT FOR A RIGHT-OF-WAY DEDICATION

Once you log in to ePermits, the landing page will appear.

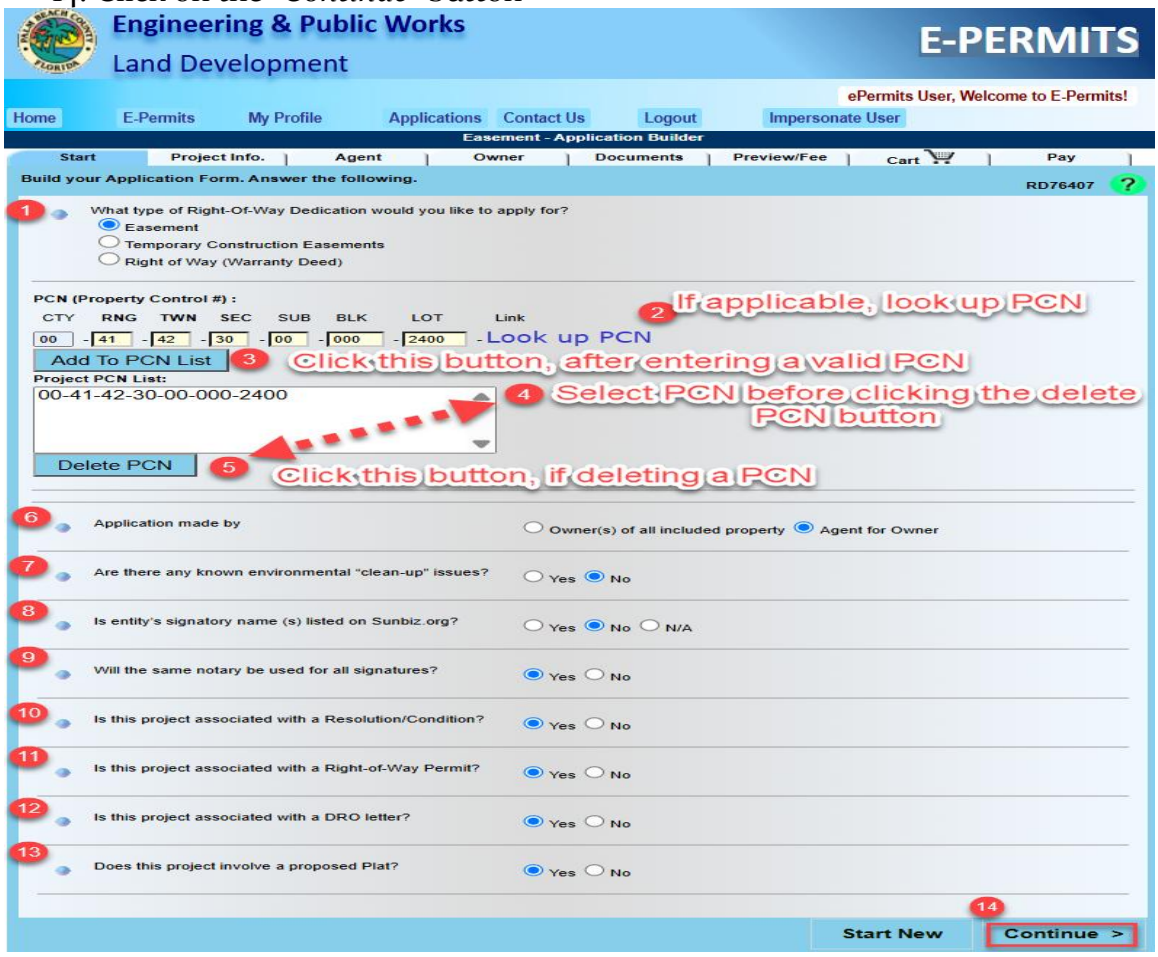
1. Click on the Submit Right-Of-Way Dedication option.



E-PERMITS START TAB

Step 1 - From the *Start* tab,

1. Select what type of Right-Of-Way Dedication to apply for?
    a. Easement
    b. Temporary Construction Easements
    c. Right of Way (Warranty Deed)
2. If applicable, look up PCN
3. Enter PCN and click the "*Add to PCN List*" button
4. To delete PCN, click the project PCN in the list
5. Click the "*Delete PCN*" button
6. Application made by Owner or Agent?
7. Are there any known environmental "Clean-up" issues? Yes or No
8. Is entity's signatory name (s) listed on Sunbiz.org? Yes, No, N/A
9. Will the same notary be used for all signatures? Yes or No
10. Is this project associated with a Resolution/Condition? Yes, No
11. Is this project associated with a Right-of-Way permit? Yes or No
12. Is the project associated with a DRO letter? Yes or No
13. Does this project involve a proposed Plat? Yes or No
14. Click on the "*Continue*" button

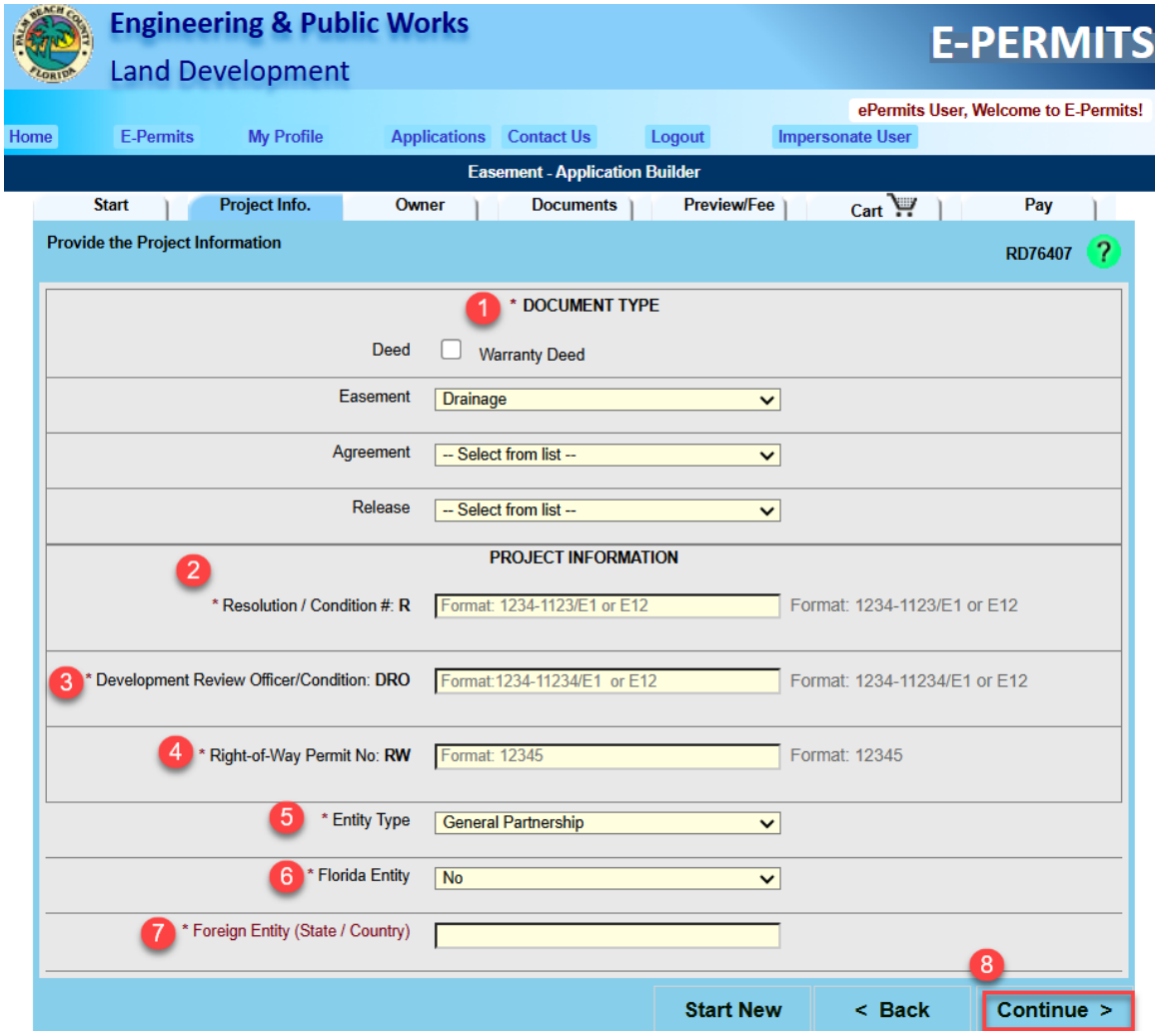


E-PERMITS PROJECT INFO TAB

Step 2 -From the *Project Info* tab,

1. Select a Document Type
2. If applicable, determined by the question answered on the Start tab, enter resolution/condition #
3. If applicable, determined by the question answered on the Start tab, enter the development review officer/condition
4. If applicable, determined by the question answered on the Start tab, enter the Right-Of-Way Permit No.

5. Select Entity Type from the drop-down list. If an individual, individuals, or married is selected, a Florida Entity is not required
6. Select Florida Entity (Only required for business)
7. If applicable, Enter Foreign Entity (State / Country)
8. Click on the "*Continue*" button

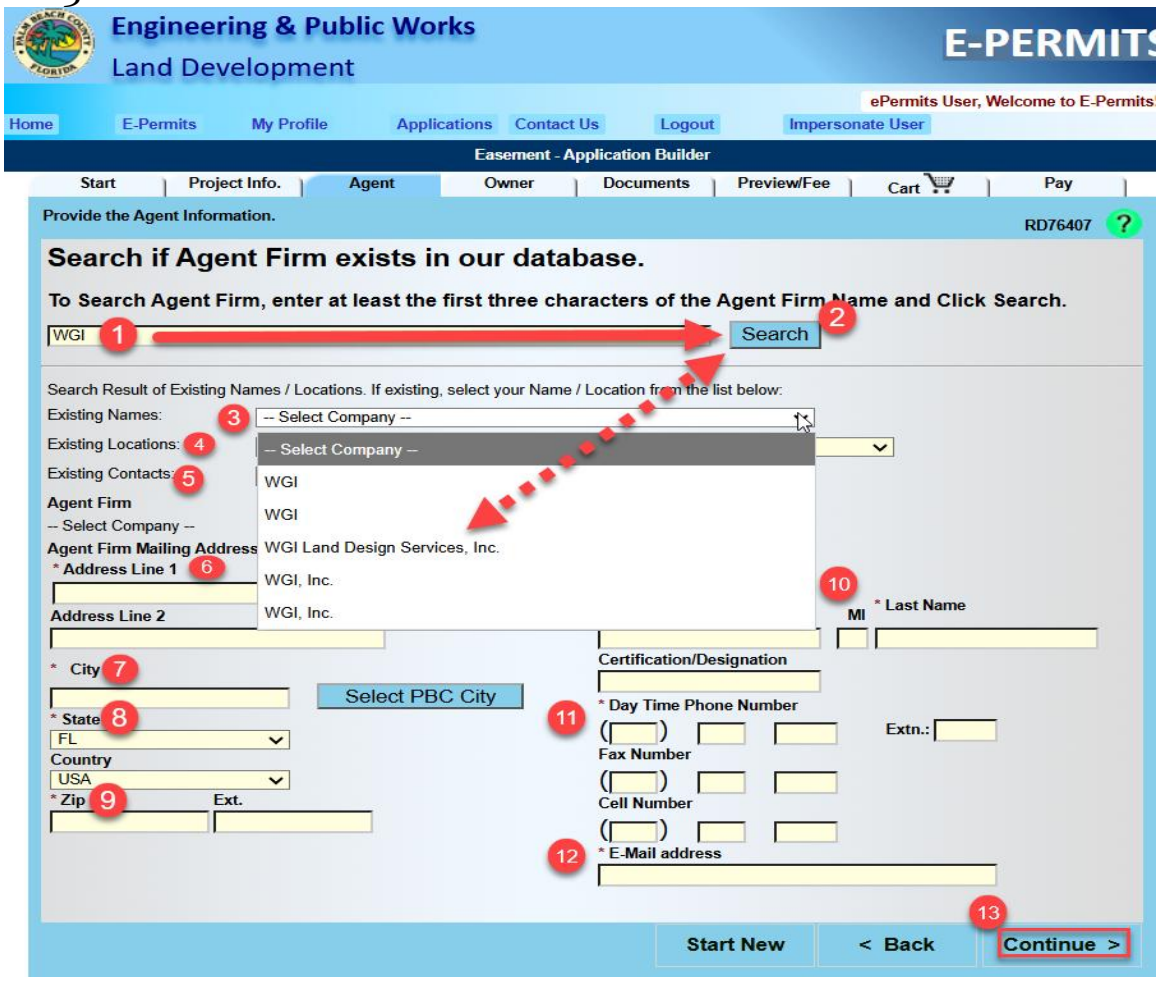


E-PERMITS AGENT TAB

Step 3 - From the Agent Tab,

Note: The Agent tab will only display if the application made by "Agent for Owner" was selected on the Start tab.

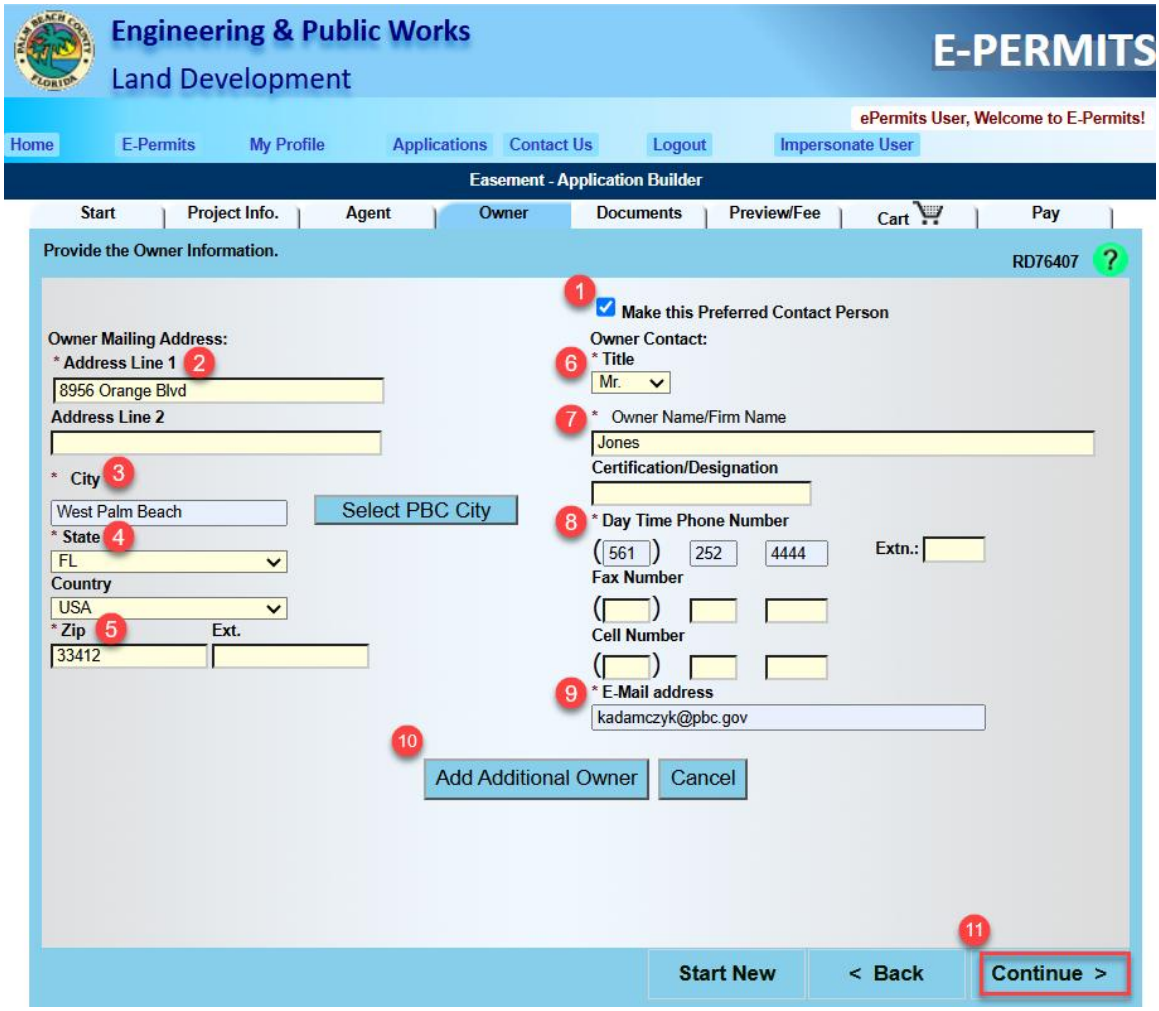
1. Type in the Agent's firm in the text box
2. Click the "Search" button. If the Agent is found, the name will display in the existing names dropdown list for selection. If the Agent, Location, or Contact is not found, select "Enter New" in the dropdown and contact Sherry McGoldrick at 561-684-4125
3. Select a Company Name from the dropdown list selection
4. Select a location from the dropdown list selection
5. Select a contact from the dropdown list selection
6. Through 12, the Agent's name, address, phone, and email address are prefilled.
13. Click on the *"Continue"* button



E-PERMITS OWNER TAB

Step 4 - From the *Owner* tab,

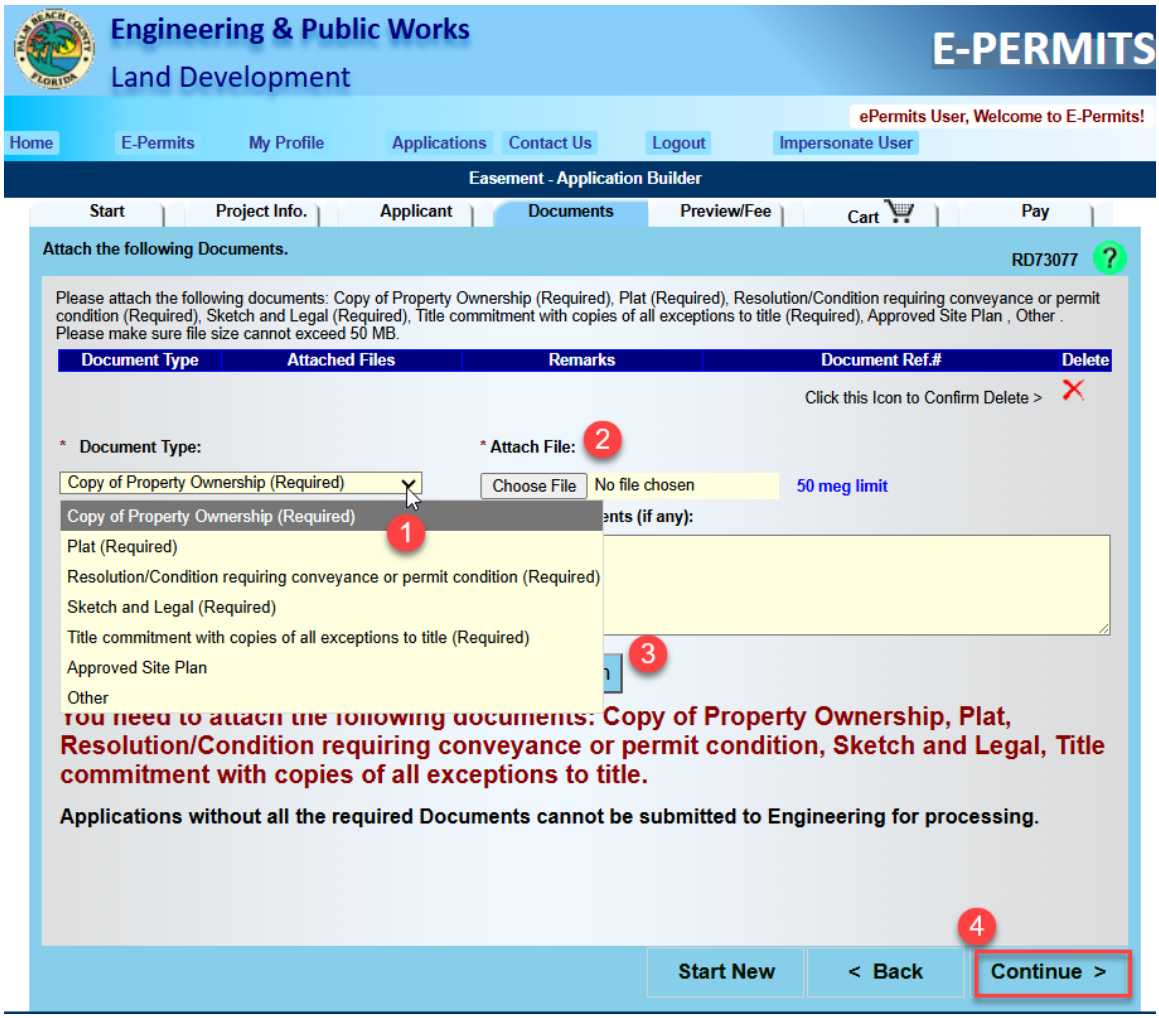
1. Make this preferred Contact Person (optional)
2. Throughout 5. Enter owner's mailing address
6. Select Title
7. Enter the owner's name
8. Enter the daytime phone number
9. Enter the email address
10. Click on "*Add Additional Owner*" button to add an additional owner
11. Click on the "*Continue*" button

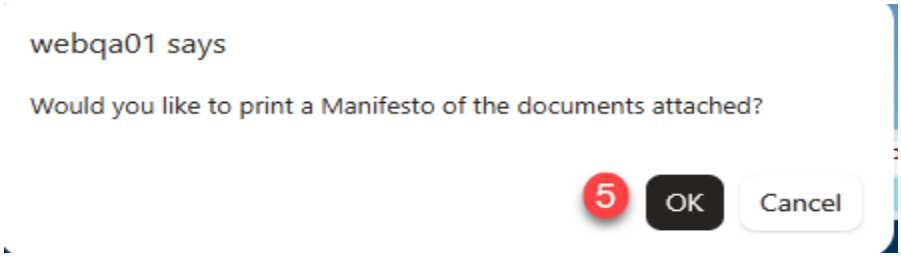


E-PERMITS DOCUMENTS TAB

Step 5 - From the *Documents* tab,

1. Select the document type and upload all required documents.
2. Click on the "*Choose File*" button
3. Click the "*Attach*" button
4. Click on the "*Continue*" button
5. Click "*OK*" to print the Manifesto of the attached documents

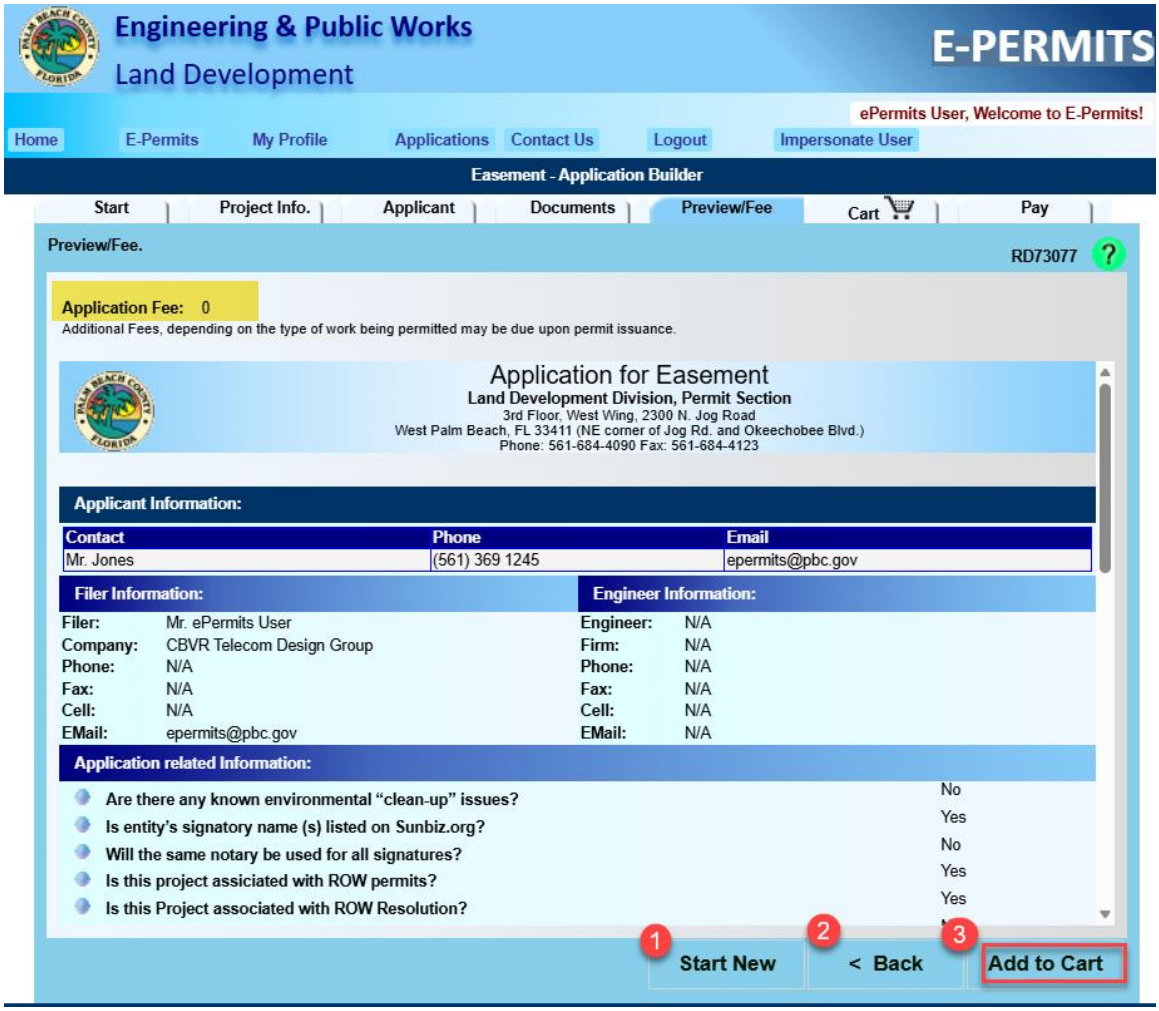




E-PERMITS PREVIEW/FEE TAB

Step 6 - From the *Preview/Fee* tab,

1. Click on the *"Start New"* button if you want to start a new application
2. Click on the *"Back"* button if you want to make any corrections to the application
3. Click on the *"Add to Cart"* button to advance to the next tab.



E-PERMITS CART TAB

Step 7 - From the *Cart* tab,

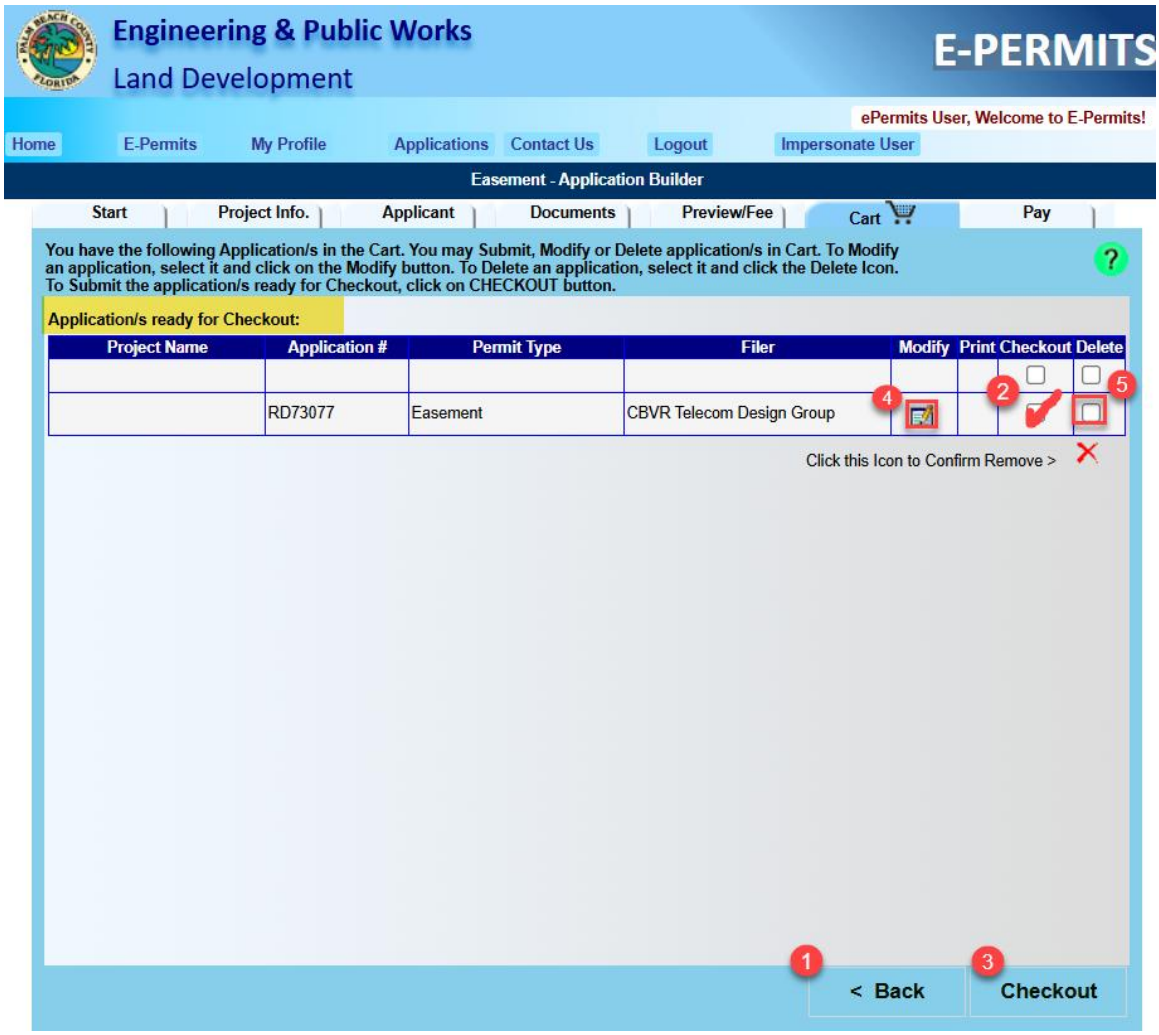
1. Click the *"No"* button if you don't want to apply for another permit application
2. Click the "*Yes*" button if you want to proceed



E-PERMITS CART TAB – (CONTINUED)

Note: On the Cart tab, permit applications ready for checkout will be displayed in the grid at the top of the webpage.

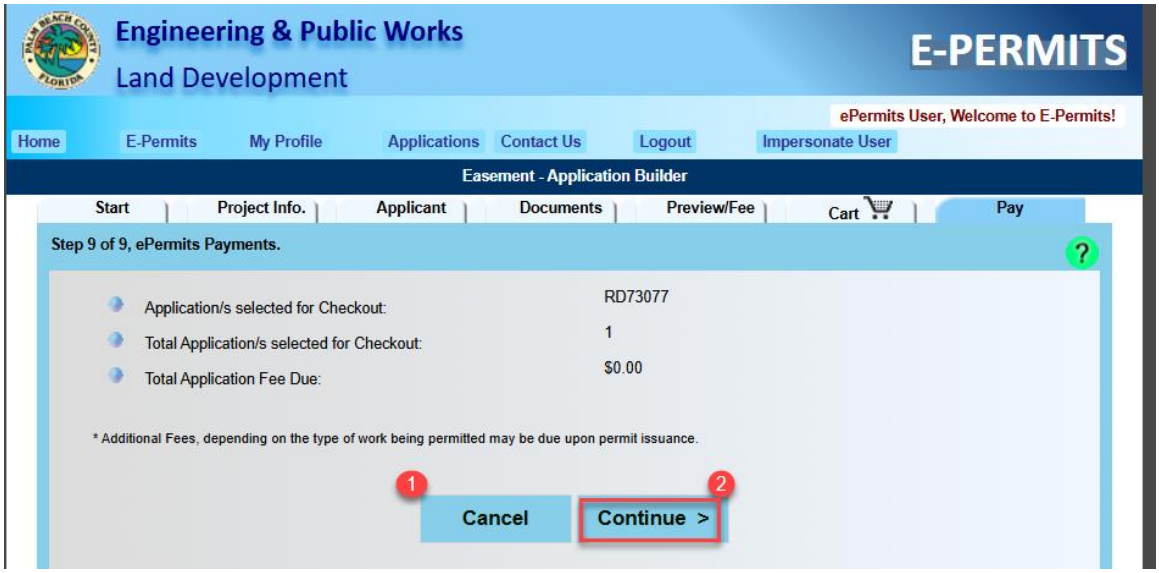
1. Click the *"Back"* button to make any corrections if you don't want to apply for another permit application
2. Click the checkout check box
3. Click the "*Checkout*" button
4. Select the "*Modify*" icon if you want to make any updates before submitting
5. Click the "*Delete*" check box if you want to delete the permit application



E-PERMITS PAY TAB

Step 8 - From the *Pay* tab,

1. Click the "*Cancel*" button to cancel the permit application
2. Click the "*Continue*" button to continue to the payment process

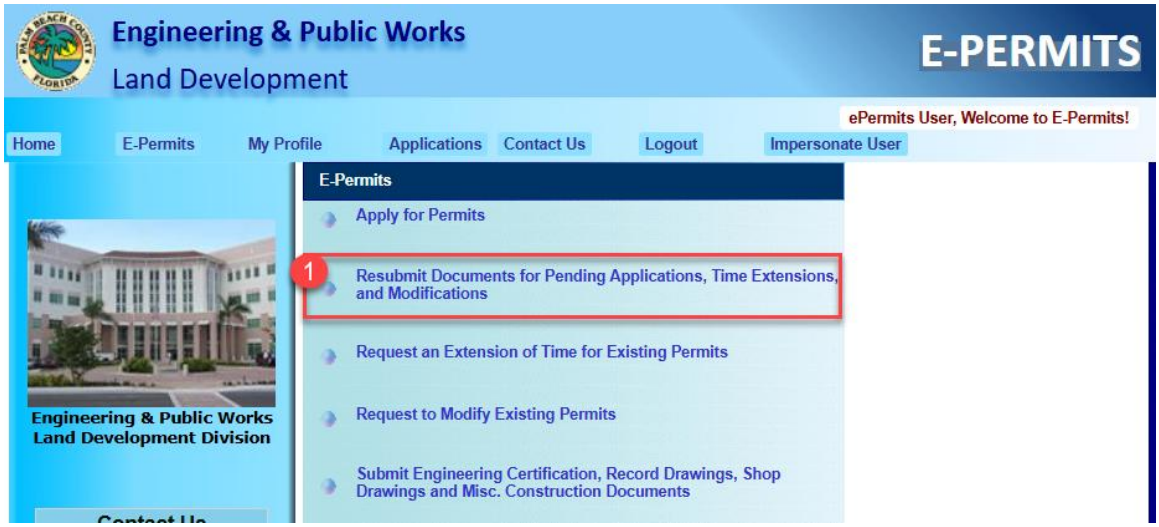


E-PERMITS RESUBMITTAL

Resubmittal Step – When documents need to be resubmitted, follow these steps.

Please Note: *For internal users, the application must be in the "Drawer" folder on the ePermitting Client Server application for the Public User to see it in the resubmittal menu on the web-online page.*

1. Click on the Resubmit Documents for Pending Applications, Time Extensions, and Modifications.



2. Find the application on the grid.
3. Click the "*Continue*" button.



1. Select the document type and upload documents that need to be resubmitted
2. Click on the "*Choose File*" button
3. Click the "*Attach*" button
4. Click on the "*Continue*" button

