

# Using ESSA

ESSA is short for DEP's "Enterprise Self-Service Authorizations", and it is accessed through [FDEP's Business Portal](#).

ESSA is more convenient and faster than requesting a CCCL field permit through a DEP District Office to construct certain minor structures and activities. Currently, there are three field permits available for self-certification.

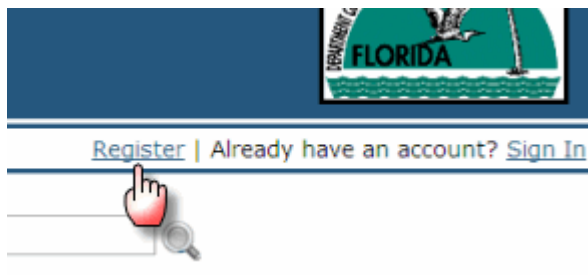
1. Field Permit: Special Events
2. Field Permit: Beach Cleaning
3. Field Permit: Minor Construction (associated with an existing single family dwelling)

There is no fee when using ESSA for the above three field permits.

## How to Use FDEP's Business Portal / ESSA

### Sign in to MyFDEP Business Portal

1. Go to <http://www.fldepportal.com/go/>. If you are using ESSA for the first time you will need to register.
2. Click "Register" in the top right corner of the page.



3. Fill out the registration information. After you submit your information, check your email for your user name and password.

# Register

If you've already registered with the DEP, then [sign in](#).

\* Fields marked with an asterisk are required.

**Email Address\*:**

**First Name\*:**

**Middle Name:**

**Last Name\*:**

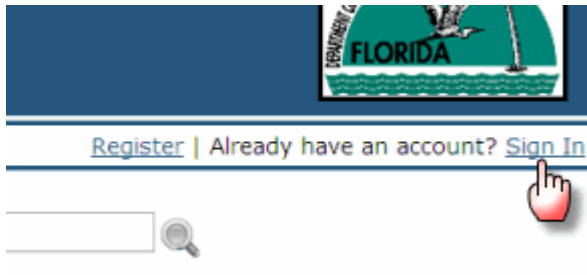
*In the event you forget your password, enter a question and answer only known to you:*

**Security Question\*:**

**Security Answer\*:**

If you are a registered user but have forgotten your password, then [reset your password](#).

4. Use the user name and password that was sent to your email address to sign in to the FDEP Business Portal.



## Accessing and Using ESSA

1. After you have signed in to the MyFDEP Business Portal, you will come to a page with different activity choices. Click the box that says "Apply".

# Welcome

to the

Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for please come back as we're continually adding to the site.

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I would like to:



**Apply**

To build, repair, operate, discharge, ... see more.



**Pay**

For fees, invoices, parks reservations, ... see more.



**Sign Up**

For subscriptions, newsletters, notifications, ... see more.



**View**

Maps, data, reports, ... see more.



**Submit**

Applications for grants and rebates, leave feedback, ... see more.



**Continue**

A partially completed business transaction.

2. You are taken to a page with several activity options. Choose the option to Build (Example: to construct or replace a driveway to a single-family dwelling choose "Build".)

I would like to apply to:

**Build**

**Discharge**

**Get Licensed**

**Operate**

**Qualify**

**Remove**

**Repair**

3. For the purpose of these instructions, we will choose "Build". Other choices will work in a similar way. If you choose "Build", above, the choices shown below appear. Let's choose "Field Permit for Minor Structures and Activities Seaward of the CCCL".

## I would like to apply to build:

[10-2 General Permit for Stormwater System in Uplands \(Self-Certification\)](#)

[Exempt Boat Lift at Existing Single Family Dock \(Self-Certification\)](#)

[Field Permit for Minor Structures and Activities Seaward of the CCCL](#)

[Hazardous Waste Facility](#)

[Individual or Conceptual Approval Environmental Resource Permit](#)

[Notice of Intent to Use a General Environmental Resource Permit](#)

[NPDES Notice of Intent](#)

[Request for Verification of ERP Exemption](#)

[Exempt Single Family Dock \(Self-Certification\)](#)

[Solid Waste Facility](#)

[Solid Waste Facility using a General Permit](#)

[Waste Recycling Facility](#)

4. You will be taken into the ESSA program, and asked to enter information about your project. You will also be asked to choose the exact location of your project on a map. Read the instructions carefully at each step.

If your project does not qualify for the authorization, you will be given instructions on how to proceed. If your project qualifies for the authorization, you will receive the field permit via your email address with written guidance and contact information.

5. If your project does not qualify for the authorization, you may find the CCCL field inspector's contact information at the webpage for [Beaches and Coastal Systems - Coastal Construction Control Line - Florida DEP](#). Please also see the [FDEP CCCL Program](#) website for more information.