

Alachua County Irrigation Professional Portal User Guide

The Landscape Irrigation Efficiency Code requires irrigation professionals to submit an application review form, an irrigation system sketch, and applicable fees for the installation of new irrigation systems or significant modifications to existing systems (50% or more by area) within unincorporated Alachua County. The Alachua County Irrigation Portal has been created to allow you to submit required documents and pay fees entirely online with your computer, phone, or tablet.

The Portal may be accessed by clicking [here](#). Information and forms related to the code may be accessed on our website by clicking [here](#).

Creating an account and signing in

To use the Portal, you must first create an account by entering an email address and creating a password. You must confirm your account through an email sent to the address entered. Once confirmed, entering the email and password for the account will allow you to securely sign in to the Portal.

Updating your Profile

Upon signing in for the first time, you will be prompted to enter required information about yourself in your Profile. Entering your Business Information provides us with your contact information. Answering the questions on the Certification & License Questionnaire allows us to verify if you are qualified to avoid inspection fees and self-inspect your jobs.

Creating a New Job

The **Create a New Job** button is available in the left hand navigation pane and from the Dashboard. You will be asked to fill out a series of short sections with information about the job. You are required to fill in the Project Name before the job may be saved and closed. Choose a Project Name that helps you identify the job.

Once you start entering information, clicking **Save Your Progress and Close** will allow you to come back to the job and pick up where you left off. To do this, simply click on the **Edit** button for the job in the Dashboard. When updating a job, completed sections appear green while incomplete sections appear red.

System Information, Owner Information, and Location Information are required before a job can be submitted for staff review. Be sure to enter the correct System Property Type as this will affect your Application Review Fee (\$50 for single family residential, \$100 for other) and possibly your Inspection Fee (see Inspection Information below). Also, make sure that the system is located in unincorporated Alachua County, as this code only currently applies in the County.

Florida Water Star (FWS) Information (for this property)

If you indicate that for this property, you have applied for Florida Water Star Certification with the State of Florida, the only additional information required is the anticipated Florida Water Star Certification completion date. All fees are waived for those applying for FWS Certification. Staff will verify certification with the State after the anticipated completion date of certification. If you do not obtain the certification, you will have to complete the rest of the approval process, meet the code requirements, and submit the necessary fees.

Zone Information

Filling in the Zone Information section is not required IF the information is clearly provided on the irrigation sketch. Providing this information on the irrigation sketch will speed up staff review. An excel table is provided on our website to assist you with required calculations for each job (see link at the top of this document). Copying and pasting the completed table onto your irrigation sketch is recommended.

Inspection Information

All installed/modified irrigation systems will go through an inspection process. The Inspection Information section is where you choose your inspection method. For irrigation professionals who are qualified to self-inspect their jobs, Self Inspection will appear as an option. Choosing this option allows the inspection fee to be waived. The inspection fee is also waived for those choosing Third Party inspection (this is considered part of the Self Inspection process). Only Florida Water Star Certifiers are eligible to be hired as third party inspectors.

The 30 day window for your inspection is triggered by the Anticipated Completion Date of Installation that you enter in this section. You are encouraged to update the installation date as soon as possible, by logging into the Portal and clicking **Set To Installation Completed**, however this is not required.

Irrigation Sketch Upload

This is where you upload your irrigation sketch. This may be a PDF document or a JPEG image file. The sketch may be hand drawn, but it must be clearly legible. For tips on providing a complete sketch, see Zone Information above. Providing a complete sketch will speed up the approval process.

Authorization to Access Property

Uploading the completed Authorization to Access Property form (PDF or JPEG) is required for all jobs, regardless of inspection type (except jobs applying for FWS

certification). This form must be signed by the property owner and may be downloaded from within this section as well as from our website.

Alternative Compliance

You may submit a proposal that does not adhere to the strict requirements of the code provided you explain the reasons why in this section. For example, a lot with a large area of natural woods left intact may have a small landscaped area in which to irrigate. To promote preservation of natural, unirrigated vegetation in this case, more than 60% of the landscaped area may be permitted to be high volume through alternative compliance. Another scenario where alternative compliance may be approved is for narrow areas between 4 and 10 feet where a double row of sprays may achieve head to head spacing, but in some cases, may result in too much water being applied. For side yards, the following language is suggested for alternative compliance: Side yards are proposed to be irrigated with a single row of sprays due to the narrow size (5 ft.) and being graded for drainage. For right of ways, the following language is suggested for alternative compliance: The right of way between the street and the side walk is proposed to be irrigated with a single row of sprays due to the narrow size (8 ft.) and the presence of clayey soils.

Submitting payment through the Shopping Cart

Once all required information about a job has been entered and saved, click on the green **Add to Cart** button for the job in the Dashboard. This will add your job to the Shopping Cart, available in the left hand navigation pane. Once inside the Shopping Cart, click **Check Out** to enter your credit card information and pay total fees at once through a secure third party site. Once a job has been successfully paid for, it will appear in the Jobs Pending Review section of the Dashboard. You will receive an automated email as whether or not your payment was successfully received.

After submitting payment

Upon receiving payment for your job, Alachua County Environmental Protection Department (EPD) has 15 days to notify you whether or not your job was approved. You may not install/modify the job until you receive notification that it is approved. You will receive an automated email if your job is approved for installation. Jobs approved for installation will appear in the Jobs Pending Installation section in the Dashboard.

If your job is not approved, you may receive a phone call in addition to an email notification listing the reasons for rejection. The job will no longer appear in the Jobs Pending Review section but instead will appear in the Jobs Created section in the Dashboard. Jobs may be re-submitted for Review without an additional fee.

Once approved, you are encouraged to update the installation date as soon as possible by logging into the Portal and clicking **Set To Installation Completed**, however this is not required. All jobs choosing Alachua County inspection will receive an inspection within 30 days of

installation. You will receive an automated email if your job passes inspection. The job will then be moved into the Completed Jobs section in the Dashboard.

Those choosing Self Inspection may receive a random inspection by the County and EPD may revoke your self-inspection status if sites do not comply with the ordinance. Self-inspectors are encouraged to retain a copy of the signed self-inspection form for their records, but are not required to submit this document through the Portal.

If your job fails an inspection, you will be contacted by phone or email notification listing the reasons for failing the inspection and the number of days required to correct any violations. The job will remain in the Jobs Pending Inspection section; however its status will read, Failed Inspection. You will be allowed one free re-inspection before being required to submit an additional inspection fee for every inspection after that.