

Steps for Completing BSP Permit Application

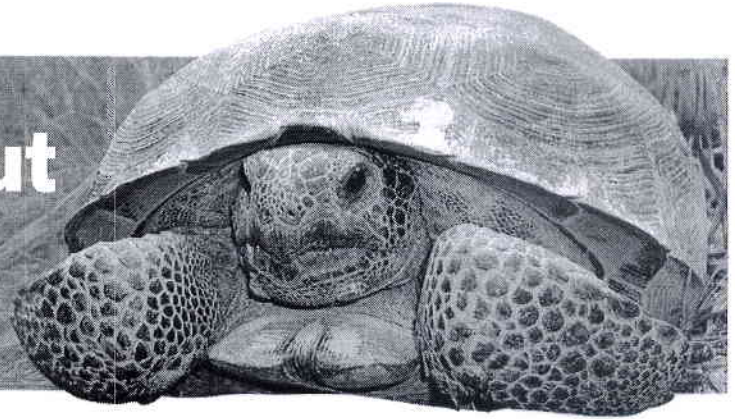
1.) Fill out the attached permit application. Be sure to list the property owner's information under the section for "**Applicant (landowner) Requesting Permit**", and the information of the person who will be conducting the relocation under the section titled "**Person Conducting Capture/Relocation**". If you choose to hire a professional Authorized Gopher Tortoise Agent to conduct the relocation, you must do so before submitting the permit application. Their information must also be provided in the section for "**Person Conducting Capture/Relocation**". To find contact information for Authorized Agents in your area, you can use our Online Permit Map (<https://app.myfwc.com/maps/gtmapping/gtpermitmap.html>). Follow the instructions at the top left of the web page.

Make sure all other required parts of the application are completed to the best of your ability. Submission of an incomplete permit application will result in delayed processing. A permit will not be issued until the permit application is complete and correct.

2.) Complete the online training course. Unless you have hired and Authorized Gopher Tortoise Agent, have whoever plans to conduct the relocation take the online training course at <https://learningmyfwc.remote-learner.net/>. The course is titled "**Gopher Tortoise Burrow or Structure Protection Permit**". Upon successful completion of the course and multiple-choice quiz, a certificate of completion will be provided. You must send a copy of this certificate along with your completed application.

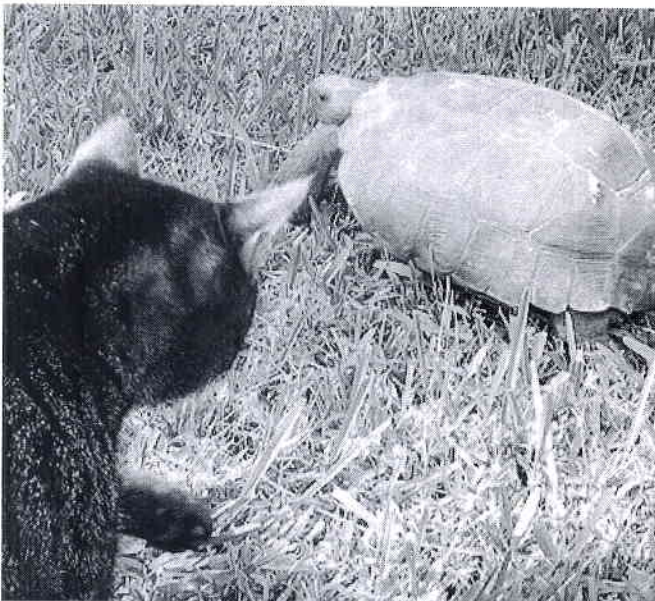
3.) Submit completed application. Please send the completed application and supporting documents to GTPermits@myfwc.com. Be sure to check your email frequently after you submit the permit application. If the application is incomplete, or requires clarification, the reviewing biologist will contact you by email to request additional information. Complete and correct BSP permit applications can take approximately 2 business weeks to review and issue. Processing time may depend on the specific situation. To help expedite the process, please send the complete application and supporting documents in a single email.

Get The Facts About Gopher Tortoises: Urban Areas



Gopher tortoises prefer to live in dry, sandy environments, however, this is also where people build homes. As a result, habitat loss has caused tortoise populations to decline. Residents can still provide habitat for tortoises in the open, grassy areas of their neighborhoods. The following suggestions can help homeowners and gopher tortoises safely coexist:

- Tortoise burrows can be identified by the half-moon shape of the burrow entrance. Avoid disturbing the area around the burrow.
- An active burrow has a mound of soil extending outward from the entrance, created when a tortoise digs its burrow.
- Do not put a tortoise in water. They are terrestrial animals that do not swim well.
- Do not attempt to handle or feed a tortoise.
- If you see a tortoise in the roadway, you can move it across the road in the direction it was headed. **Do not put your life in danger to move a tortoise.**
- Take an injured tortoise to the nearest licensed wildlife rehabilitator or call the FWC.



Jason Emmett

Gopher tortoises and pets

Gopher tortoises have coexisted with native animals in Florida for centuries, but many tortoises have been injured or killed by domestic pets, particularly dogs. These encounters can be avoided by:

- Training pets to avoid tortoises and their burrows.
- Creating a barrier or changing existing fences to separate pets from tortoises. Tortoises should still move freely around your property.
- Never leaving pets unsupervised near tortoise burrows.
- Contacting your county animal control office for assistance if a pet enters a burrow.

Legal protection

The gopher tortoise is a threatened species. It is illegal to damage, destroy, harass, or kill gopher tortoises, their burrows or their eggs. To report a violation call the FWC's toll free Wildlife Alert Hotline at 1-888-404-3922 or report it online at: MyFWC.com/contact/wildlife-alert/

Relocation

Gopher tortoise relocation is only appropriate where development is proposed within 25 feet of a tortoise burrow. Landowners must obtain permits from the FWC before relocating a gopher tortoise. For concerns regarding a burrow under an existing structure, contact the gopher tortoise conservation biologist in your region: MyFWC.com/license/wildlife/gopher-tortoise-permits/contacts/.

Learn more about living with gopher tortoises in urban areas, landscaping with tortoise-friendly plants, and ways to get involved by contacting the gopher tortoise office at **850-921-1030** or visit MyFWC.com/GopherTortoise.



Florida Fish and Wildlife
Conservation Commission
MyFWC.com



**GOPHER TORTOISE BURROW OR STRUCTURE
PROTECTION PERMIT APPLICATION
FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
620 S. Meridian St., Mail Station 2A, Tallahassee, Florida 32399-1600**

APPLICATION DATE: _____

APPLICANT (LANDOWNER) REQUESTING PERMIT

NAME _____ CUSTOMER ID (if known): _____

DATE OF BIRTH (MM/DD/YYYY) _____

AFFILIATION (if a non-individual applicant) _____

PHYSICAL ADDRESS _____

MAILING ADDRESS _____

PHONE NUMBER (_____) _____

ALTERNATE PHONE NUMBER (_____) _____

E-MAIL ADDRESS _____

DRIVER'S LICENSE NUMBER (IF APPLICANT IS AN INDIVIDUAL) _____

FEIN/ FEID (IF APPLICANT IS A BUSINESS) _____

To provide more timely exchange of information please check this box

I authorize FWC to send me requests for additional information and final agency permitting actions by either e-mail or express delivery. Future agency actions will be provided henceforth by either e-mail or express delivery.

Have you ever been convicted or found guilty, regardless of adjudication, of a wildlife violation or crime involving cruelty to animals? YES NO

If yes, please explain and list the type of violation cited and the county/state where the violation occurred: _____

Have you ever had a wildlife-related permit suspended or revoked? YES NO

If yes, please explain: _____

Applicant Signature: _____

Certification: I hereby swear and affirm by signature that the information submitted in this application and supporting documents is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to criminal penalties. I further state that I will abide by all applicable state, federal, and local laws.

Please check appropriate box for this application submittal

- New application for a burrow or structure protection permit.
- Amend an existing burrow or structure protection permit.
- Additional information for a previously submitted burrow or structure protection permit application sent in response to an FWC request for additional information (R.A.I.) – Please attach a copy of the FWC R.A.I.

PERSON CONDUCTING CAPTURE/RELOCATION (if different from applicant)

NAME _____
PERMIT # (If authorized agent) _____
COMPANY NAME _____
ADDRESS _____
CONTACT INFORMATION _____
Office phone number _____ Cell phone number _____ Fax _____
Email address _____

REASON FOR GOPHER TORTOISE RELOCATION

- The location of the tortoise burrow may harm the integrity of an existing structure
- The safety of the resident tortoise is compromised due to the burrow location (Example: grass parking lot, etc.)

Describe the location of the burrow _____

PROPERTY LOCATION

Property Name _____ County _____
Property Location/Address* _____
Driving Directions to the property _____

(* Information only required if the location of the property is different from the physical address given above)

Estimated Relocation Date _____
Section/Township/Range^ _____
Latitude/Longitude Coordinates _____
County Parcel or Tax ID # ^ _____

(^ Information not required)

GOPHER TORTOISE SURVEY

Total number of acres within the property _____

Date the gopher tortoise burrows were last observed _____

Number of potentially occupied tortoise burrows that tortoises would be relocated from:

One Two

GOPHER TORTOISE CAPTURE METHODS (check all that will be used)

Bucket trap _____ Live trap _____ Other (if authorized under an Authorized Agent's permit) (specify) _____

ON-SITE RECIPIENT AREA

Total number of gopher tortoises to be relocated on-site One Two

Has a permit previously been issued to relocate gopher tortoises either to or from this property? Yes No
If yes, please enter the permit number _____

GOPHER TORTOISE RELEASE (refer to *Gopher Tortoise Permitting Guidelines* requirements):

What actions (Example: installation of entrenched fencing) will be taken to prevent the gopher tortoise from reoccupying the area it was relocated from? _____

PROPOSED MANAGEMENT OF GOPHER TORTOISE HABITAT

Please describe how vegetation within the recipient area will be maintained to provide suitable gopher tortoise habitat (Example: occasional mowing, etc.) _____

APPLICATION CHECKLIST:

Completed application

- _____ Copy of the applicant's driver's license
- _____ Applicant's signature
- _____ Copy of the FWC R.A.I. (if applicable)
- _____ Drawing to depict the property boundaries and the location of the tortoise burrow(s)*
- _____ Property location map *
- _____ Vegetation/Land-use *and* cover equivalence map (using DOT FLUCCS or FNAI classification) *
- _____ Soil type classification map (using National Resource Conservation Service type)*

* Items with an asterisk are not required when submitting the initial application; however, some applicants may be required to provide this information during the application review process to ensure the project meets the criteria for issuance of a permit.

Either e-mail a complete copy of the application and supporting documentation to:

GTPermits@MyFWC.com

Or mail a completed application and all supporting documentation to:

**Assistant Gopher Tortoise Biologist
Florida Fish and Wildlife Conservation Commission
620 S. Meridian St., Mail Station 2A, Tallahassee, Florida 32399-1600
(850) 921-1031**

Mail or e-mail a second complete copy of the application and supporting documentation to the regional gopher tortoise permit biologist noted on the gopher tortoise contact list for the county where the property occurs.

For additional information, please visit our website at MyFWC.com/GopherTortoise

Created on 8/6/2010 (revised 9/3/2010, 4/24/2015, 4/26/2017, 7/8/2022)