



## DERM RESIDENTIAL SUBMITTAL CHECKLIST

DERM OFFICE OF PLAN REVIEW SERVICES, 11805 SW 26 Street, #124, 786-315-2800  
DERM PLAN REVIEW, 33 SW 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor, 305-372-6500

This checklist is for the processing of residential projects through DERM. Multi-Unit Projects which contain four (4) or more units are required to be processed as a Commercial project. Please use the Commercial Checklist instead.

PROJECT NAME: \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_ Suite #: \_\_\_\_\_  
**Property Folio Number:** \_\_\_\_\_

Please verify that all documents submitted (plans, applications, surveys, etc.) show the same project address and information.

### Instructions for using this form:

- 1) This form gives a general list of items required for approval of a Building Permit by DERM. Please be aware this is a general list not all items apply to all projects.
- 2) Items have been listed under a broad category with various more specific required items listed under those categories. Please check the boxes for those general headings that apply for your project, and then check off the items you have provided.
- 3) All items are shown with either a white check-off box or a shaded check-off box. Items, be it a broad category or a specific item, with a white box are required when applicable. *Those items with a shaded box are absolutely required.* Any specific item with a shaded box, which is listed under a broad category with a white box, is only required if the broad category applies.
- 4) This list is formatted to be submitted as a statement or affirmation regarding the items listed. This checklist is required to be signed.

**Provided a current Property Survey; Shows all lot dimensions including elevations**

**FLOOD PLAIN:** Site Plan showing the following elevations; See Sheet(s); \_\_\_\_\_

***\*REQUIRED FOR NEW CONSTRUCTION, ADDITIONS, AND MAJOR REMODELINGS (i.e. > 50% value)***

***NOT REQUIRED FOR PROJECTS WITHIN A MUNICIPALITY***

☐ Highest Crown of the Road

☐ Lowest floor (Including Basements/Sunken Areas)

☐ Lowest Garage Elevation (Must be minimum of 4" above Crown of Road/County Flood Criteria)

☐ Lowest Adjacent grade. (Grade immediately adjacent to proposed structure)

☐ The Site Plan Includes A Flood Legend And Notes

**Property is served or is to be served by a Public Water Supply.**

☐ There is existing water service to this property, Water Account # \_\_\_\_\_

☐ *FOR NEW OR ADDITIONAL SERVICE,* Provide Water Verification Form from the corresponding utility company.

☐ A Public Water Main extension is required for this project. The DERM Water Extension Approval is **WE#** \_\_\_\_\_ or provide the recorded copies of the executed service agreement and a recorded estoppel letter for a conditional approval..

**Property is served or is to be served by a Sanitary Sewers.**

☐ There is existing sewer service to this property, Sewer Account # \_\_\_\_\_

☐ *FOR NEW OR ADDITIONAL SERVICE,* Provided Sewer Verification Form from the corresponding utility company, **and** Sewer Capacity Certification/Allocation Letter.

☐ A sanitary sewer main extension is required for this project. The DERM Sewer Extension Approval is **SE#** \_\_\_\_\_, or provide the recorded copies of the executed service agreement and a recorded estoppel letter for a conditional approval.

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**PAGE 3 DERM RESIDENTIAL SUBMITTAL CHECK LIST**

|                          |                                                                           |
|--------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Property is served or is to be served by a Septic Tank/Drainfield.</b> |
|--------------------------|---------------------------------------------------------------------------|

|                          |                                                                                                                                                                                                                                                                                                          |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>FOR PROJECTS SERVED BY A MUNICIPAL WATER/SEWER UTILITY:</b><br>In conjunction to the Water and/or Sewer Verification Form from the utility company serving the property, a Resolution Letter from Miami-Dade Water and Sewer Department must also be provided.<br>CONTACT: MDWASD NEW BUSINESS OFFICE |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                          |                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Property is to be served by a Private Potable Well</b>                                                    |
| <input type="checkbox"/> | Proposed well is located 100' feet from all septic tanks or other sources of contamination. See Sheet; _____ |
| <input type="checkbox"/> | The detail of the proposed potable well, and its components is provide on the plans. See Sheet;_____         |

|                          |                                                                                                          |
|--------------------------|----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Property is part of a New Subdivision for which a DERM Subdivision File has already been created.</b> |
|                          | Legal Subdivision File Name: _____                                                                       |

I have reviewed the plans and materials being submitted and hereby affirm that the all the items checked off on this list are accurate and have been provided. I acknowledge that if any of the information that I have indicated is not submitted along with this checklist attached to my building permit plans, I may be subject to additional reviews and fees.

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_  
Owner, Design Professional (Engineer/Architect) or Authorized Person.  
Sign and Date