



**MIAMI-DADE COUNTY WATER & SEWER DEPARTMENT  
PERMITTING AND INSPECTION CENTER**

**REVIEW CHECKLIST**

Project Name: \_\_\_\_\_ Project Address: \_\_\_\_\_  
Folio No. \_\_\_\_\_

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 provides a general list of items required for approval of a Building Permit by the Public Works Department. Please be aware that this is a general list and not all items apply to all projects.
2. This list is to be submitted as a statement or affirmation regarding the items listed. This checklist is required to be signed.

<b>General Requirement</b>	<b>Specific Requirement</b>	<b>N.A.</b>	<b>Other Information</b>
New Business Process Section			
Ordinance 89-95 Approval Letter Requirements			
	DERM allocation letter		
	HRS approval (septic)		
	Research and Justify credit		
New Water Service Lateral from Existing Water Mains			
	Property survey, approved plat or tentative plat required		
	Verify adequate water main available for proposed project.		
	Check for existing service agreement and terms involved.		
	Check if verification approval was issued for new projects		
	For commercial, determine if sewer is available also (must connect both)		
Fire Hydrant Installation ( <i>function performed at Le Jeune office only</i> )	Approved plans with Fire Department stamp required		
	Request estimate from Field Section (Water Distribution)		
	Payment required to start process		
	Average time period to point of submitting for permit, two to three weeks.		
Construction Meters from Existing Water Mains & Fire Hydrants			
	Check service availability		
	Fire Department permit required for meter on hydrants		
	New water mains must have HRS water quality test results		
First Time Connection to Sewer	DERM allocation letter required		
	Check for existing service agreement and terms		
	Collect connection fees and construction connection fees, if applicable		
Verification Approval Letter for Existing Properties Proposing Addition or Use Changes			
	DERM allocation letter (sewer)		
	HRS approval (septic)		
	Plans with location sketch		

	Determine that adequate main is available		
	If mains are not adequate documents will be reviewed by our Plans Review Unit required. (Additional 2 days after documents are submitted)		
Verification Approval for New Projects with Service Agreement and Projects with Adequate Mains			
	DERM allocation letter (sewer)		
	HRS approval (septic)		
	Plans with location sketch		
	"Will Have" verification approvals are granted on executed agreements (average process time for these approvals <u>15 minutes</u> )		
	"Does Have" verification approvals are granted for adequate mains (average process time <u>30 minutes</u> . More research required)		
New Business Contracts and Conveyance Section			
	<ul style="list-style-type: none"> <li>• Submit written request with following information:</li> </ul>		
	<ul style="list-style-type: none"> <li>• Property Owner's name and mailing address</li> </ul>		
	<ul style="list-style-type: none"> <li>• Entity type – Corporation (with state of incorporation), Partnership or Limited Liability Company</li> </ul>		
	<ul style="list-style-type: none"> <li>• Two certified original boundary surveys of proposed site</li> </ul>		
	<ul style="list-style-type: none"> <li>• Project's legal description typed on 8 ½ " by 11" paper (legal description must be legible</li> </ul>		
	<ul style="list-style-type: none"> <li>• Tax folio number</li> </ul>		
	<ul style="list-style-type: none"> <li>• Type and number of units to be constructed</li> </ul>		
	<ul style="list-style-type: none"> <li>• Construction schedule, showing number of units to be completed per calendar year.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Site plan or tentative plat showing layout of buildings and roads.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Proof of zoning from Miami-Dade County Planning and Zoning Department confirming that the property is zoned for the proposed construction.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Proof of any previous existing structure and type of usage/occupancy on the site</li> </ul>		

	<ul style="list-style-type: none"> <li>• DERM allocation approval letter</li> </ul>		
	<ul style="list-style-type: none"> <li>• Opinion of Title must be presented as evidence of property ownership upon agreement execution</li> </ul>		
Conveyance Work List			
	<ul style="list-style-type: none"> <li>• Bill of Sale</li> </ul>		
	<ul style="list-style-type: none"> <li>• Waiver and Release of Lien</li> </ul>		
	<ul style="list-style-type: none"> <li>• Warranty Letter</li> </ul>		
	<ul style="list-style-type: none"> <li>• Grant of easement</li> </ul>		
	<ul style="list-style-type: none"> <li>• Easement legal description</li> </ul>		
	<ul style="list-style-type: none"> <li>• Opinion of Title</li> </ul>		
	<ul style="list-style-type: none"> <li>• Recorded Plat</li> </ul>		
	<ul style="list-style-type: none"> <li>• Tax folio No.</li> </ul>		
	<ul style="list-style-type: none"> <li>• DERM letter</li> </ul>		
	<ul style="list-style-type: none"> <li>• Final Construction Report – Sewer</li> </ul>		
	<ul style="list-style-type: none"> <li>• Recording Fees</li> </ul>		
	<ul style="list-style-type: none"> <li>• HRS letter</li> </ul>		
	<ul style="list-style-type: none"> <li>• Cost Breakdown</li> </ul>		
	<ul style="list-style-type: none"> <li>•</li> </ul>		

CONTACT  
PERSON:

\_\_\_\_\_

PHONE:

\_\_\_\_\_

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

Sign and Date \_\_\_\_\_