The Miami-Dade County Department of Environmental Resources Management (DERM) presents

Do it Right the First Time!

DERM's Plan Review Process

Topics of discussion:

- Site Plan Reviews
- Water and Wastewater Reviews
- Wellfield Protection Areas
- Specialty Reviews
This information will help you to understand the core functions of DERM related to the following:

- Plan Review
- Business Tax Receipts (BTR)
  Also known as:
  - Certificate of Use (CU)
  - Occupational License (OL)
DERM’s Role and Responsibilities

- Enforcement of Chapter 24 and 11C (*only in unincorporated MDC*) of the Miami-Dade County Municipal Code. [www.municode.com](http://www.municode.com)

- Enforcement and compliance of federal and state delegated programs including:
  - Air
  - Asbestos
  - Industrial Waste Pretreatment
  - Sewer capacity certification (aka. Allocation Program)
  - Solid Waste
  - Storage Tanks
DERM’s Plan Review and Developmental Approvals Division

Our main responsibility is to review building permits, Business Tax Receipts (including Certificates of Use and Occupancy, and Occupational License applications) to ensure that Federal, State, and County (Chapter 24 and Chapter 11C of the Miami-Dade County code) environmental protection laws are complied with.
Information Outline

1. Planning Tools
2. Business Tax Receipts (*Certificates of Use/Occupational Licenses*)
3. Dynamics of the Plan Review Process
4. Overview of Core Plan Reviews
5. Overview of Specialty Plan Reviews
1. DERM Planning Tools

- **Letter of Interpretation** - determine if use can be approved *before* investing, purchasing, renting, leasing, etc.

- **Pre-submittal meeting** - helps design professional to comply with DERM requirements before submitting plans.

- **Rework meeting** - helps design professional to understand the pending disapproval comments before resubmitting plans.

- **EQCB** (*Environmental Quality Control Board*) - variance from Chapter 24 requirements.
2. DERM Business Tax Receipts - BTRs

(Certificates of Use/Occupational Licenses)

Sec. 24-17. Certificate of occupancy.

No certificate of occupancy shall be issued by the County or any municipality for any facility or project subject to the provisions of this chapter, and no such facility or project shall commence operations, until the Director or the Director’s designee certifies that the work has been completed in strict compliance with the approved plans and specifications, and that there is good cause to believe that the facility or project will operate in accordance with the provisions of this chapter and an operating permit has been obtained from the Director.

(Ord. No. 04-214, §§ 1, 5, 12-2-04; Ord. No. 08-55, § 2, 5-8-08)

- Establish use/new applications - may need operating permits
- Change of owner/name - need to update operating permits
- Existing business changing address
- Change of use - retail space to office space
- Adding to existing business - e.g. adding seats to a restaurant
- Bringing businesses into compliance (if possible) that were not previously approved by DERM
Correct Disapprovals

Submit application to municipality

Bring municipal application to DERM

DERM Core Review

Approved?

Pay for review at cashier

DERM approval stamped on application

CU/OL issued by municipality

Immediate review - usually completed within an hour
DERM’s Plan Review Services

3 OFFICE LOCATIONS

- DERM West Dade Plan Review Office
  11805 SW 26 St. (Coral Way)
  786-315-2800
  7:30 am to 4:00 pm

- Unincorporated Area Plans
- Municipal Area Plans
- Unincorporated Certificates of Use
- Municipal Business Tax Receipts -
  (Certificates of Use/Occupational Licenses)
DERM’s Plan Review Services

DERM **Downtown**

Plan Review Office
701 NW 1 Court
*(OTV - 2nd floor)*
**305-372-6899**
8:00 am to 4:00 pm

- Municipal Area Plans
- Municipal Business
- Tax Receipts - *(Certificates of Use/Occupational Licenses)*

DERM Review **Hialeah Office**

Occupational License Only -
No Plan Reviews
501 Palm Ave.
(Hialeah City Hall - 2nd floor)
**305-492-2004**
7:30 am to 4:00 pm

- Municipal Business
- Tax Receipts - *(Certificates of Use/Occupational Licenses)*

*www.miamidade.gov*
Plan Review

Common DERM-Municipality Interactions

Excerpt from Chapter 24-43.1 (3)

(3) Notwithstanding any provision of this Code, no County or municipal officer, agent, employee or Board shall approve, grant or issue any building permit, certificate of use and occupancy (except for changes in ownership), municipal occupational license (except for changes in ownership), platting action (final plat, waiver of plat or equivalent municipal platting action) or zoning action (district boundary change, unusual use, use variance or equivalent municipal zoning action) for any residential land use served or to be served by a septic tank or any source of potable water supply until the County or municipal officer, agent, employee or Board affirmatively determines that the residential land use will comply with one (1) or more of the requirements as set forth in Sections 24-43.1(3)(a), (b), (c), (d), (e), and (f) and Section 24-43.2(1) of this Code, and, additionally, that the property is not within a feasible distance for a public water main or public sanitary sewers.

All New Construction - residential and commercial
All additions
Commercial interior renovation/remodeling
Demolition - all commercial and residential
Commercial re-roof
Tank upgrades, installations, removals
Submit plans to municipality

Submit plans to DERM via Miami-Dade Building Department

Pick up plans via Miami-Dade Building Department

Approved?

Pay for review at Miami-Dade Building Dept. cashier

Correct Disapprovals

Take plans to DERM for final approval

DERM Plan Review West Dade Office

Residential Plans- 4 days
Commercial Plans- 8 days
Expedited Review- available for additional fee

www.miamidade.gov

Delivering Excellence Every Day
Submit plans to municipality

Submit plans to DERM

Pick up plans at DERM

Approved?

Pay for review at DERM cashier

Take plans to DERM Plan Review for final stamp

Correct Disapprovals

DERM Plan Review Downtown Office

Residential Plans - 4 days
Commercial Plans - 8 days
Expedited Review - available for additional fee

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Delivering Excellence Every Day
Commonly Issued Permits:

- Grease Discharge Operating (GDO) Permit
- Solid Waste
- Industrial Waste Permits (IW-2 through IW-6 and IWP)
- Air Permit:
  - APCF (chlorofluorocarbon - refrigerant)
  - APVR (vapor recovery)
- Potable Water Operating (PWO) Permit
- Domestic Waste Operating (DWO) Permit
- Private sanitary Sewer Operating (PSO) Permit
- Marine facility Operating Permit (MOP)
DERM’s Final Approval Stamp

**PROPER** use of stamp

**DERM**

**PLAN REVIEW**

**FINAL**

**APPROVAL**

DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT

CORE REVIEWER (PRINT): ________________

SIGNATURE: ________________ DATE: ____________

**IMPROPER** use of stamp
3. Dynamics of the DERM Plan Review Process

- Clarification of the DERM “Black Box” effect

- The DERM Review includes various trades
  
  *Example:* Proposed new facility with associated parking lot and emergency generator to be constructed on a contaminated site
Core Review Duties:
- Water Supply Review
- Wastewater Review
- Wellfield Protection
- Flood Review (when applicable)
- Identification of Specialty Reviews

Specialty Review Types:
- Air
- Asbestos
- Coastal
- Wetlands
- Trees
- Paving and Drainage
- Pollution Remediation
- Water Control
- Industrial
- Storage Tanks
- Industrial Pre-Treatment
4. Overview of Core Plan Reviews

A - Wellfield Protection Reviews

B - Water Supply / Wastewater Reviews

C - Triggers for Water and Sewer Connections
4.A. Wellfield Protection Reviews

If you don’t know, ask us about:

- Definition of Terms
- Wellfield Maps
- Wellfield Restrictions
- Grandfathering Rules and Dates
## Municipalities within Wellfield Protection Areas

<table>
<thead>
<tr>
<th>Doral</th>
<th>Florida City</th>
<th>Hialeah</th>
<th>Homestead</th>
<th>Medley</th>
<th>Miami Gardens</th>
<th>Miami Springs</th>
<th>North Miami</th>
<th>South Miami</th>
<th>Virginia Gardens</th>
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<td>Hialeah Preston</td>
<td>Harris Park</td>
<td>Hialeah Preston</td>
<td>WE Oeffler</td>
<td>Hialeah Preston</td>
<td>Miami Springs Lower</td>
<td>Westside</td>
<td>Alex Orr Max</td>
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<td></td>
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<td></td>
<td>Newton Wittkop Park</td>
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</table>
4.B - Water Supply / Wastewater Reviews

- Abutting
- Feasible Distance
- Availability
- Water and Sewer Extensions
- Well Requirements
- Septic Tank Requirements
- Lot Size Requirements

- Sewage Loading
- Sanitary Sewer Connection Requirements
  - Allocation Letters
  - Verification Forms
Types of Potable Water

The majority of projects have some form of water supply system. It is the responsibility of the DERM Core Reviewer to determine whether the project is being served by one of the following types of water supply:

- ✔ Public Water
- ✔ Potable Well
Types of Sanitary Disposal

The majority of projects also have some form of wastewater disposal system. The DERM Core Plan Reviewer is to determine whether the project is being served by one of the following types of wastewater systems:

- Gravity Sewer Main
- Sewer Force Main
- Septic Tank
- Temporary Holding Tank
- Package Treatment Plant
4.C – Triggers for Water and Sewer Connections

Abutting Lines

If a water or sewer line is available and operative within the public right-of-way or easement abutting the property, the residence or building must connect within 90 days.

Feasible Distance - is the distance from the closest property line to nearest point of connection of an available water or sewer line in accordance to the criteria set by Chapter 24. This is not necessarily the same distance calculated by the utility.
Water/Sewer Main Extensions

An extension is required only when:

- A water/sewer line is within feasible distance, and
- A use cannot be approved without being served by public water, and/or
- A use cannot be approved without being served by sanitary sewers, and
- The verification form from the utility states “will have” (instead of “does have”).
As a part of the plan review, the applicant must provide a valid Water Extension (WE) number for the approval of the water main and/or a valid Sewer Extension (SE) number for the approval of the sewer. The approval of the building permit will include a hold on the CO for certification of the respective extension.
5. Overview of Specialty Plan Reviews

- Natural Resources Reviews
  - Trees
  - Wetlands
  - Coastal
- Paving & Drainage
- Water Control
- Pollution Remediation
- Air
- Industrial Facilities / Pretreatment / Storage Tanks
- Asbestos
Natural Resources Review

Trees

- Required for the removal or relocation of any tree that is not exempted under Section 29-49(4). DERM will review the tree issues in Miami-Dade County, with the exception of:
  - Coral Gables
  - Homestead
  - North Miami
  - Pinecrest
  - City of Miami
  - Miami Springs
  - North Miami Beach
  - South Miami

- Natural Forest Communities and Pinelands
Natural Resources Review (cont’d)

- **Freshwater Wetlands**
  - Triggers that would initiate a full review:
    - Wetlands Area of Concern, Wetlands Basin, Hydric Soils

- **Coastal**
  - Triggers that would initiate a full review:
    - Work over a tidally influenced waterway (Inlet, River, Coastal Area)
    - Examples include: Seawall, Dock, Boat Ramp
Industrial Facilities / Storage Tanks

- Triggers that would initiate a full review:
  - Projects that involve the possible use, handling, storage, discharge or generation of any hazardous materials. The storage of these materials include any storage tanks.
  - Examples include:
    - ASTs (above ground storage tanks)
    - USTs (underground storage tanks)
    - Power generators
  - Auto repair shops
  - Dry cleaners
  - Photo labs
  - X-Ray processing
  - Laboratories
  - Manufacturing operations
  - Paint shops
  - Car washes
Industrial Waste Pretreatment

Triggers that would initiate a full review:

- These types of reviews are very closely associated with the Industrial Facilities reviews. These are typically large-scale industrial processes (>25,000 gallons/day) that require a Pretreatment Permit.

- Examples include:
  - Bottling / Canning Facilities
  - Large Scale Food Processing Operations
  - Electro-plating Facilities
  - Pharmaceutical Manufacturing
  - Leather Tanning
  - Paint Manufacturing
Paving and Drainage (P&D)

Triggers that would initiate a full review:

- Roadways
- Parking areas (not including single family homes or duplexes)
- Drainage system
- Work on a canal
- Work on a lake

“P&D only” reviews are not performed (Full Core Review)
Water Control

Triggers that would initiate a full review:

- Environmental Resource Permit (ERP)
- Dewatering
- Drainage Wells
- Outfalls
- New P&D on Wetlands
## Pollution Remediation Reviews

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Subject Property</th>
<th>Adjacent Properties</th>
<th>500 ft from Subject Property</th>
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<tbody>
<tr>
<td>Dump Site</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>Super Fund Site</td>
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<td>✓</td>
<td></td>
</tr>
<tr>
<td>Solid Waste Site</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Air / Asbestos Reviews

**Air** - Triggers that would initiate a full review:
- Venting Systems
- Facilities producing emissions (i.e. volatiles)
  - Examples: Dry cleaning facilities, body shops, etc.
- HAPs (hazardous air pollutants)

**Asbestos** - Triggers that would initiate a full review:
- Demolition
- Roofing activities
- Disturbing 160 square feet or more of construction material
- Disturbing 260 linear feet or more of construction material
Questions?
Ask our
Plan Review Staff
or visit us at

www.miamidade.gov/derm