



Department of Regulatory
& Economic Resources

Class IV Wetlands Electronic Permits and Reviews System Webinar

December 15, 2025



Housekeeping

Recording Information:

This webinar is being recorded.

This presentation and the webinar recording will be made available at:

https://www.miamidade.gov/global/permit.page?Mduid_permit=per1723822402324899

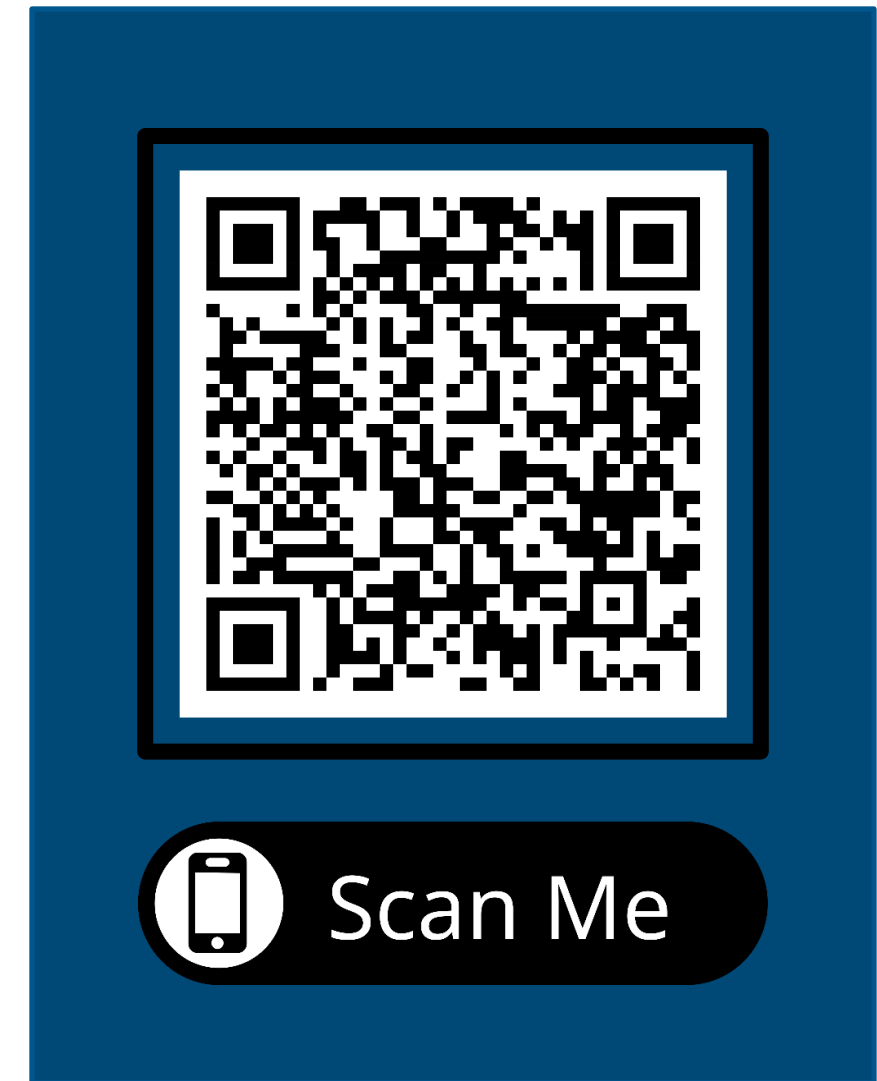
For Attendees:

Your microphone should be muted during this meeting.

Please submit your questions and comments in the Questions and Answers (Q&A) chat.

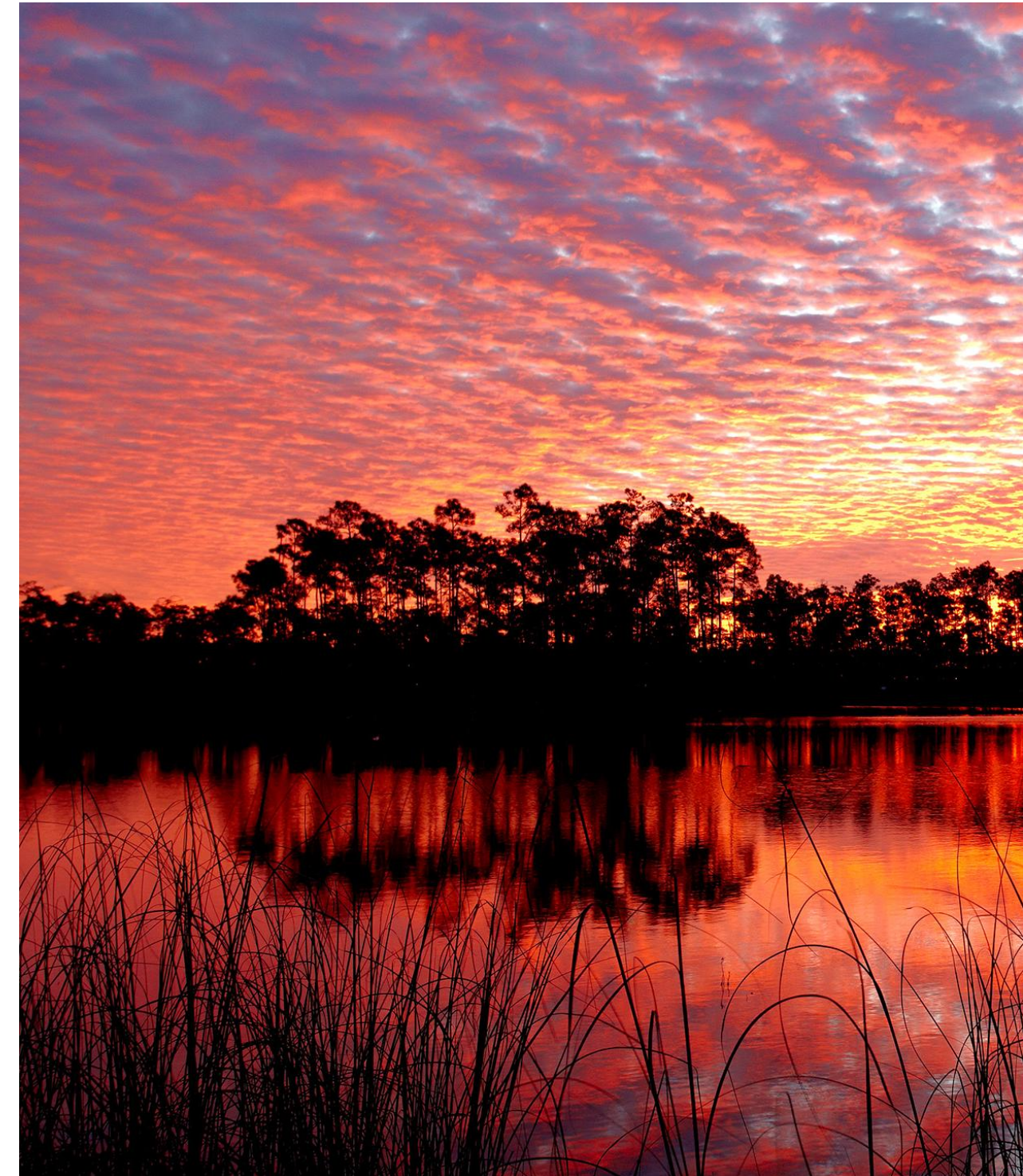
Questions and comments will be addressed in the chat and/or during the Questions and Answers session after the presentations.

During the Questions and Answers Session, you may use the Raise Hand feature to request your microphone to be enabled.



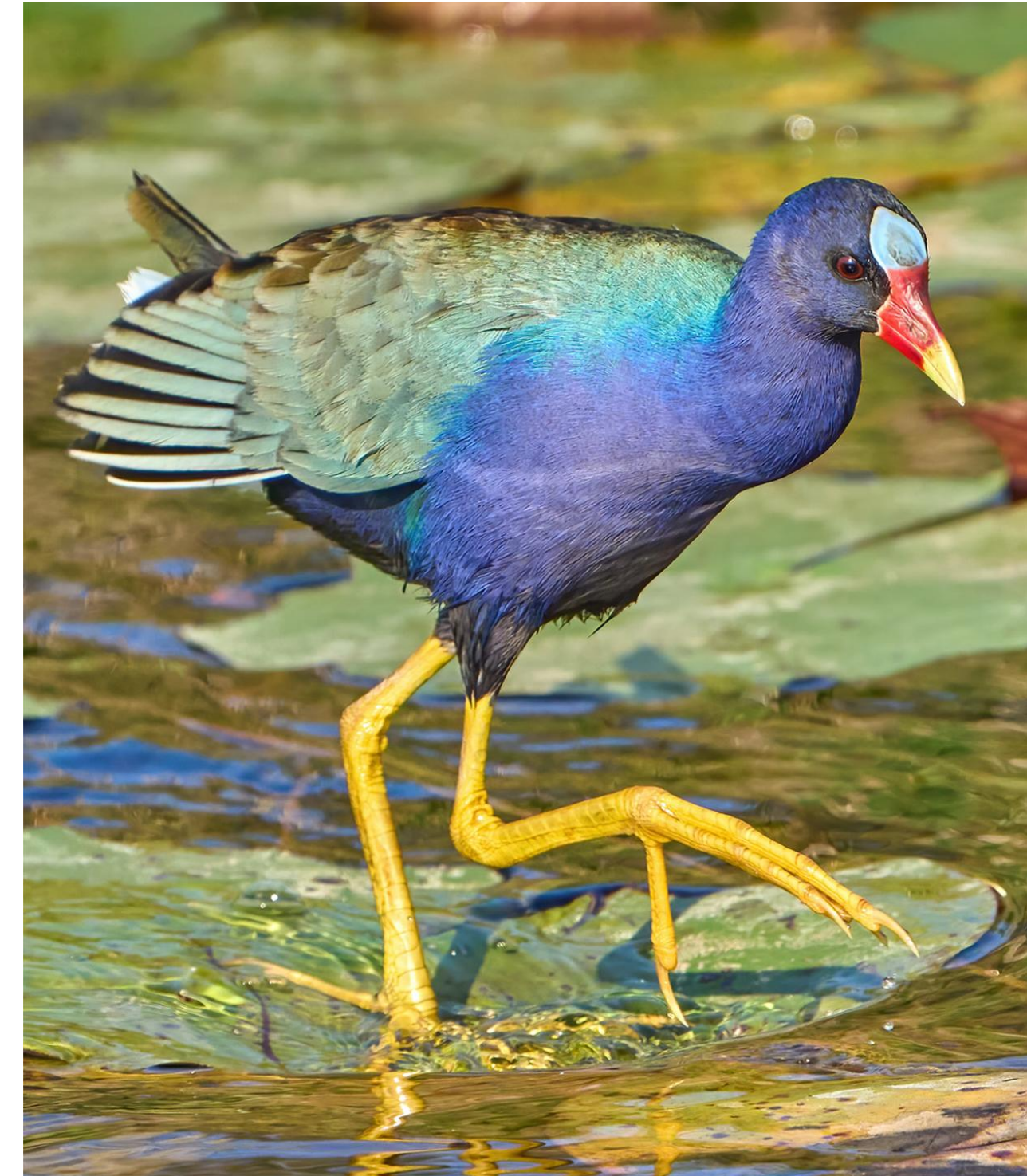
Purpose of the New Permit and Review Process

- Integrating the Class IV Permit and Expedited Administrative Authorization processes as standalone applications within the RER Electronic Permits & Reviews System.
- Streamlining the Class IV and Expedited Administrative Authorization processes (fee payments, centralized repository of process information, linkage to other County reviews, etc.).
- Increasing transparency into the Class IV and Expedited Administrative Authorization processes, allowing users to track application progress in real time, access reviewer feedback, and address corrections as needed.



Agenda

- 10:00 – 10:10 AM **Welcome and Introductions**
Katie Ball
- 10:10 – 10:35 AM **Class IV Wetland Electronic Review Guidelines**
Katie Ball
- 10:35 – 10:45 AM **Account Registration**
Gareth Pearson
- 10:45 – 11:00 AM **Class IV Wetland Submission**
Gareth Pearson
- 11:00 – 11:15 AM **Expedited Administrative Authorization Submission**
Gareth Pearson
- 11:15 – 11:30 AM **Class IV Resubmission**
Gareth Pearson
- 11:30 – 12:00 PM **Questions and Answers Session**
Panelists and Presenters



Presenters and Panelists

Presenters:

Katie Ball

Manager
Wetlands Resources Section
Natural Resources Division

Gareth Pearson

Business Implementation & Education Specialist
Business Architecture & Strategic Initiatives Unit

Natural Resources Division Panelists:

Martha Lastre

Senior Manager
Natural Resources Division

Andrew Jungman

ERPS
Wetlands Resources Section

Business Architecture & Strategic Initiatives Unit Panelists:

Arianne Oliva

Business & Portfolio Chief

Alfredo Alvarez Jr.

Strategic Business Implementation Manager

Larisa E. Aploks

Strategic Business Implementation Manager

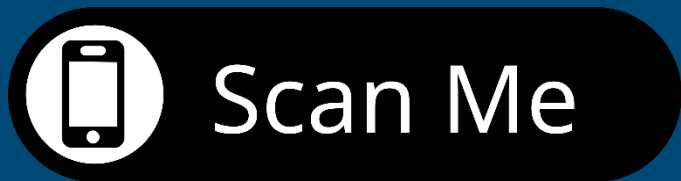
Angie Mursuli

Business Specialist



Class IV Wetlands Web Resources

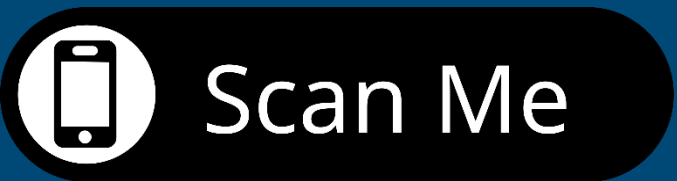
Wetlands Webpage



RER Electronic Permits & Reviews System



Class IV Permit YouTube Playlist



Expedited Administrative Authorization YouTube Playlist



Electronic Permit and Review Process Background

- A Class IV Permit is required for work in, on, or upon freshwater wetlands anywhere in Miami-Dade County.
- An Expedited Administrative Authorization (EAA) is an approval for specific activities described in Section 24-48(4), that will not result in environmental impacts.
- The Class IV Permit Process was incorporated into the RER Electronic Permits & Reviews System to streamline its workflow and improve transparency for permit applicants.
- Class IV Permit applications that are active, in progress, or expired have been moved into the RER Electronic Permits & Reviews System.



Class IV Wetlands Electronic Permits and Reviews System Advantages

Efficiency

- One standardized, unified system for Class IV Permit and EAA processes.
- Streamlined contact management for Class IV Permits and EAAs.
- All corrections handled through the same application number.
- Integrated coordination with other County reviews.
- Integrated payment system for submission fees.

Accessibility

- On-demand access to the status of applications at any time.
- Reduced email communication regarding review status.
- Immediate access to reviewer feedback and correction requirements.
- Clear history of all previous submittals and feedback.
- [MeetQ Portal](#) available to schedule meetings with program staff in person, by phone, or by virtual Teams meeting.

Email Reminders

- All contacts listed receive email reminders 90 and 60 days before application deactivation.
- All contacts listed receive email reminders 90, 60, 45, and 30 days before the expiration of a Class IV Permit.

Electronic Permit and Review Process Key Terms

- **Applicant**: The individual or entity listed as the Permittee on the Class IV Permit. Applicant Acknowledgement Statement is required at submittal.
- **Property Owner**: The owner of a project site. Written Consent from the Property Owner required at submittal.
- **Authorized Agent**: A professional hired to process the Class IV Permit and/or EAA application. This person cannot also be listed as the applicant. A Written Statement by the Authorized Agent is required at submittal.
- **Licensed Professional**: Professional Engineer, Surveyor, Contractor, or Architect hired to generate plans.
- **Waiver of Limitation**: Refers to the Florida Statute Request for Information Waiver, F.S. 125.22, requested at submittal. The County may not request additional information more than three (3) times, unless the limitation is waived in writing.
- **Rework**: Any post-application submittal made by the customer, previously known as a Request for Information (RFI) response. Each submission, regardless of the number of items it addresses, is considered a rework. Re-review fees will generate based on the number of reworks submitted. If the applicant declined the Waiver of Limitation, a maximum of three (3) reworks may be submitted.
- **Technical Review**: The final comprehensive internal review of all the Class IV Permit application's components. The Technical Review must be completed before responses are shared with the public.
- **MeetQ**: The online system to schedule meetings for questions about reviews currently in progress.

Rules & Limits

- Florida Statutes, Section 125.22: Waiver of Limitation response will be required at application submittal. If the limitation is not waived, the County cannot issue more than three (3) requests for information. If further information is required after the third request for information, the application will be denied.
- If a customer wishes to waive the limitation on requests for additional information after their application has been submitted, a waiver form must be completed and submitted through the RER Electronic Permits & Reviews System.



Rework Fees

Rework Fees:

- Paid application fees are not refundable.
- After two (2) disapprovals, a rework fee of \$280.00, plus a 7.5% surcharge will be required.

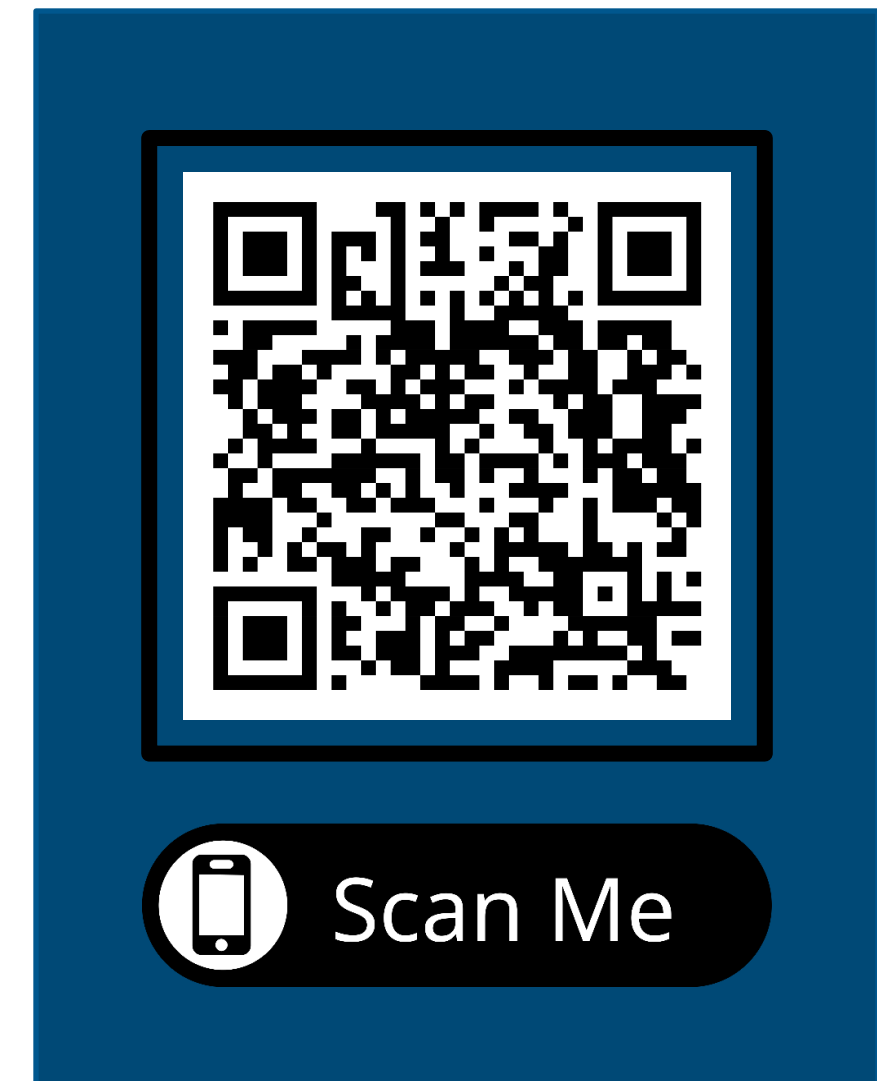
Meeting Requirement:

- Prior to a third submittal of information, the contacts listed with the application will be prompted to schedule a meeting through the [MeetQ Portal](#).



Meeting Requests

- To protect uninterrupted review time on other days, all meetings between the public and biologists will be scheduled exclusively on Thursdays through the [MeetQ Portal](#).
- For questions that are not project-specific, you may contact dermwetlands@miamidade.gov.



Important Notes

Application Documents

- Scopes of work requiring plans prepared by a licensed professional must be signed and sealed by that professional for submission.
- The Wetlands Resources Section will no longer require contractor statements.
- Documents uploaded by Wetlands staff for applicant review will be found on the Documents tab of the record.
- Original bond documents will still need to be delivered to Overtown Transit Village North, 701 NW 1st Court, 6th Floor, Miami, FL 33136.
- If you are a contact on a record and do not have access to the record, please contact Wetlands Resources Section at 305-372-6585 or via email dermwetlands@miamidade.gov so that the record can be added to your account.

Reworks

- Each submission made after the application has been filed is treated as its own rework, whether one pending item is addressed or multiple pending items are addressed. Whenever possible, address all pending items in each submission.
- Applications for projects for affordable or workforce housing have a response time of five (5) calendar days for each submittal.

Waiver of Limitation

- If the applicant does not waive the limitation on requests for additional information, and the application remains incomplete after the third Request for Information (RFI), the application will be denied, and the applicant will have to submit a new application.
- Waiving the limitation on requests for additional information allows for further communication and clarification with reviewers, but at the cost of rework fees.
- For all applications already in progress, the limit on how many times the County can request additional information is automatically waived.

The RER Electronic Permits & Reviews System is now available for use today, December 15, 2025.

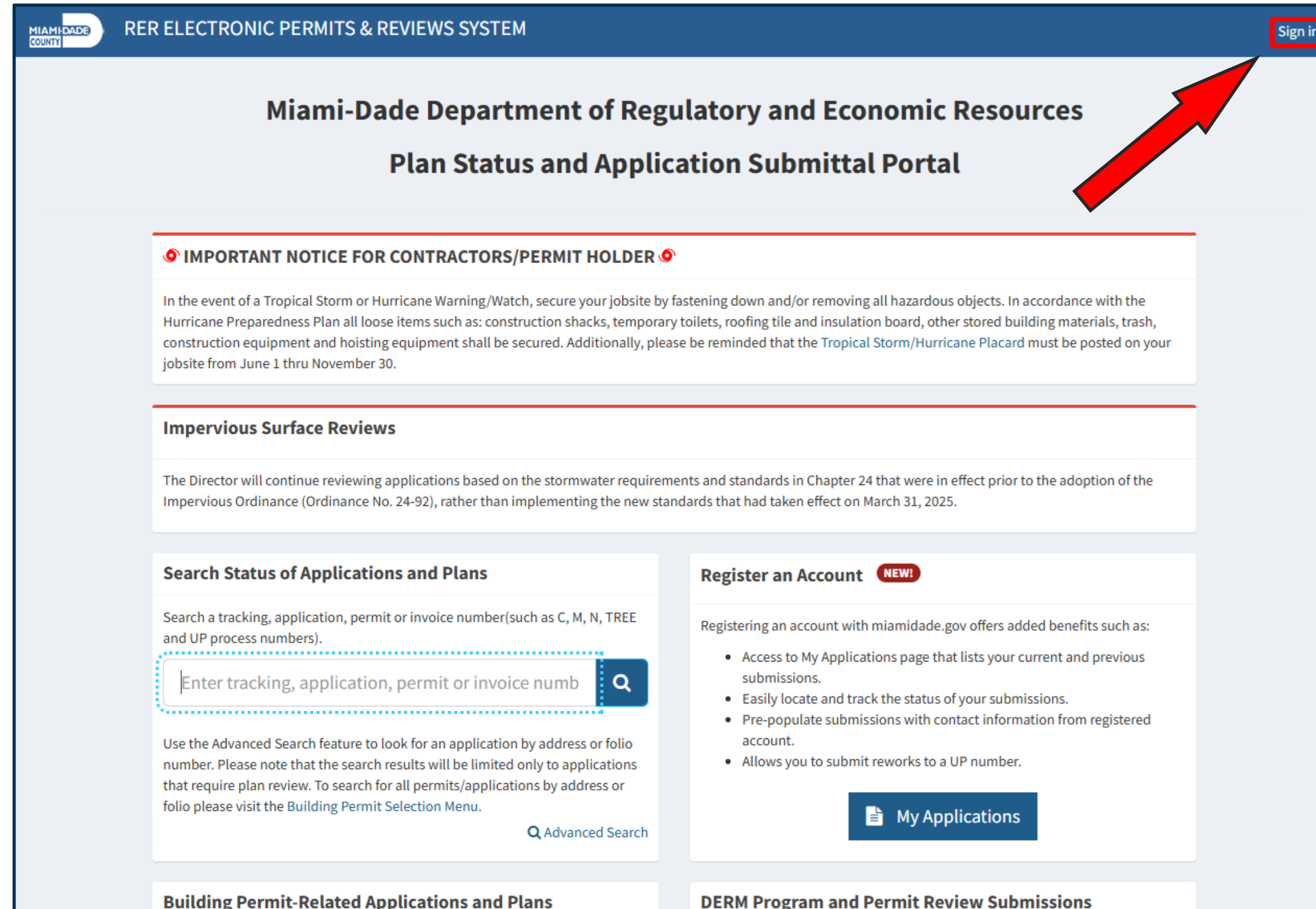
Class IV Wetlands Electronic Permits and Reviews System

Live Demonstration

- **Account Registration**
- **Class IV Wetlands Permit Submission**
- **Expedited Administrative Authorization Submission**
- **Class IV Wetlands Permit Resubmission**

RER Electronic Permits & Reviews System Sign Up

Once you have arrived at the RER Electronic Permits & Reviews System, click the “**Sign In**” option at the top right of the screen.



The screenshot shows the homepage of the RER Electronic Permits & Reviews System. At the top, there is a blue header with the Miami-Dade County logo and the text "RER ELECTRONIC PERMITS & REVIEWS SYSTEM". In the top right corner, there is a "Sign In" button, which is highlighted by a red arrow. Below the header, the main content area is titled "Miami-Dade Department of Regulatory and Economic Resources" and "Plan Status and Application Submittal Portal". There are three main sections: 1. "IMPORTANT NOTICE FOR CONTRACTORS/PERMIT HOLDER" with a red border, containing text about hurricane preparedness. 2. "Impervious Surface Reviews" with a red border, containing text about stormwater requirements. 3. "Search Status of Applications and Plans" with a red border, containing a search bar and a "Q Advanced Search" link. To the right of the search section, there is a "Register an Account" section with a "NEW!" badge, containing a list of benefits and a "My Applications" button. At the bottom, there are two tabs: "Building Permit-Related Applications and Plans" and "DERM Program and Permit Review Submissions".

MIAMI-DADE COUNTY RER ELECTRONIC PERMITS & REVIEWS SYSTEM

Sign In

Miami-Dade Department of Regulatory and Economic Resources
Plan Status and Application Submittal Portal

IMPORTANT NOTICE FOR CONTRACTORS/PERMIT HOLDER

In the event of a Tropical Storm or Hurricane Warning/Watch, secure your jobsite by fastening down and/or removing all hazardous objects. In accordance with the Hurricane Preparedness Plan all loose items such as: construction shacks, temporary toilets, roofing tile and insulation board, other stored building materials, trash, construction equipment and hoisting equipment shall be secured. Additionally, please be reminded that the [Tropical Storm/Hurricane Placard](#) must be posted on your jobsite from June 1 thru November 30.

Impervious Surface Reviews

The Director will continue reviewing applications based on the stormwater requirements and standards in Chapter 24 that were in effect prior to the adoption of the Impervious Ordinance (Ordinance No. 24-92), rather than implementing the new standards that had taken effect on March 31, 2025.

Search Status of Applications and Plans

Search a tracking, application, permit or invoice number(such as C, M, N, TREE and UP process numbers).

Enter tracking, application, permit or invoice numb 

Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the [Building Permit Selection Menu](#).

 Advanced Search

Register an Account **NEW!**

Registering an account with miamidade.gov offers added benefits such as:

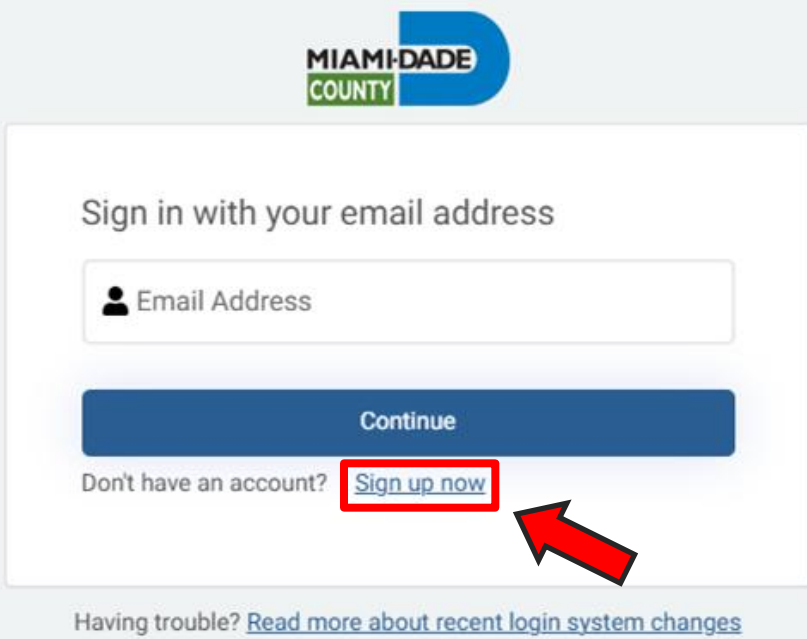
- Access to My Applications page that lists your current and previous submissions.
- Easily locate and track the status of your submissions.
- Pre-populate submissions with contact information from registered account.
- Allows you to submit reworks to a UP number.

 My Applications

Building Permit-Related Applications and Plans **DERM Program and Permit Review Submissions**

RER Electronic Permits & Reviews System Sign Up

- You will be redirected to the “Sign In” page.
- Click the “Sign up now” option.



MIAMI-DADE COUNTY

Sign in with your email address

Email Address

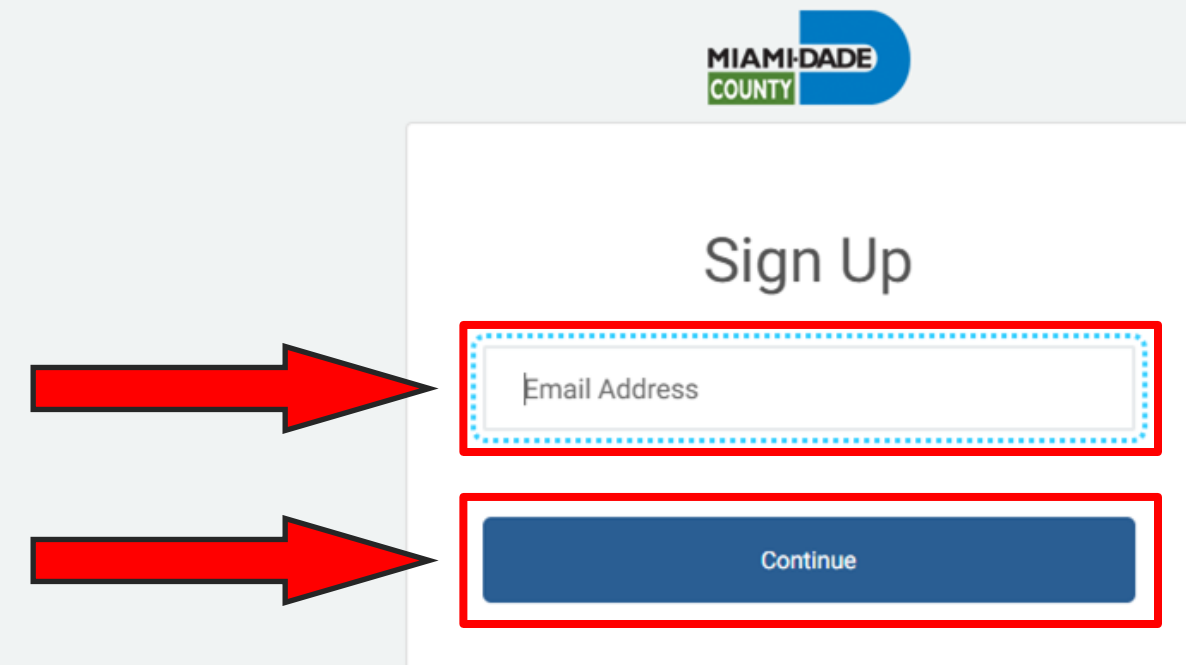
Continue

Don't have an account? [Sign up now](#)

Having trouble? [Read more about recent login system changes](#)

RER Electronic Permits & Reviews System Sign Up

- On the “**Sign Up**” page, enter the email address you would like to use to create your account.
- Then click the “**Continue**” button.



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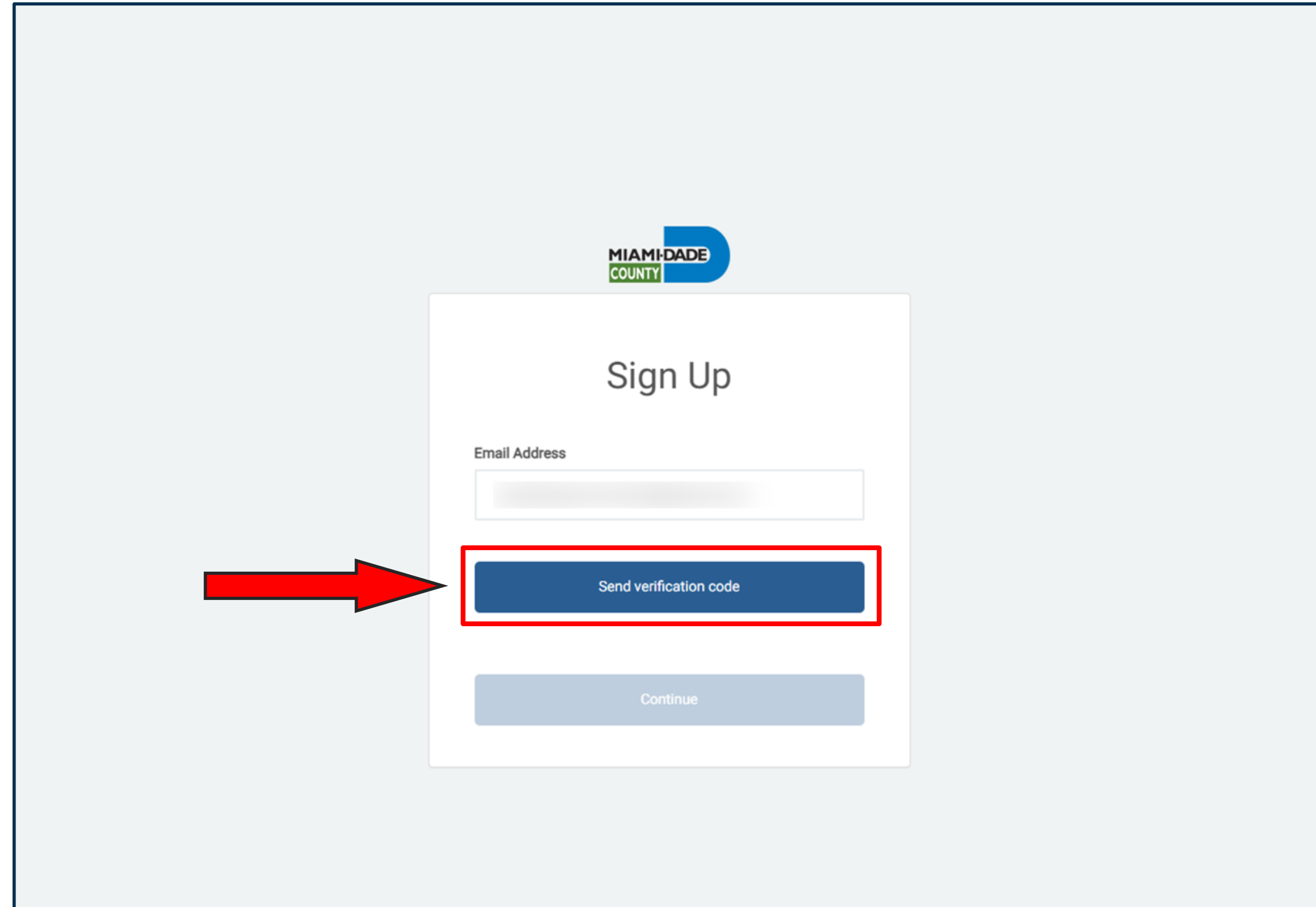
Sign Up

Email Address

Continue

RER Electronic Permits & Reviews System Sign Up

- You will be prompted to send a verification code to your email address.
- Click the **“Send verification code”** button.



MIAMI-DADE
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Sign Up

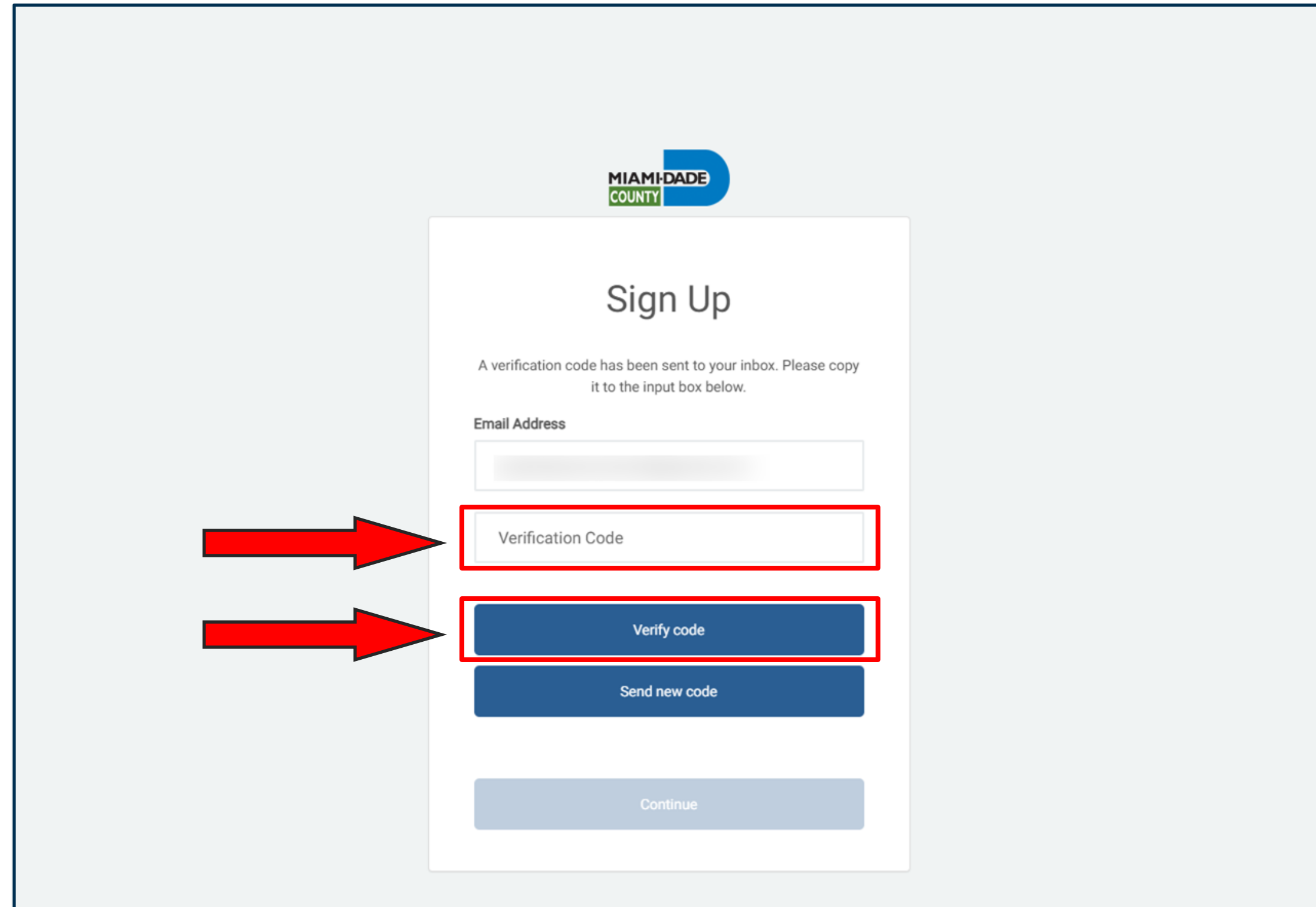
Email Address

Send verification code

Continue

RER Electronic Permits & Reviews System Sign Up

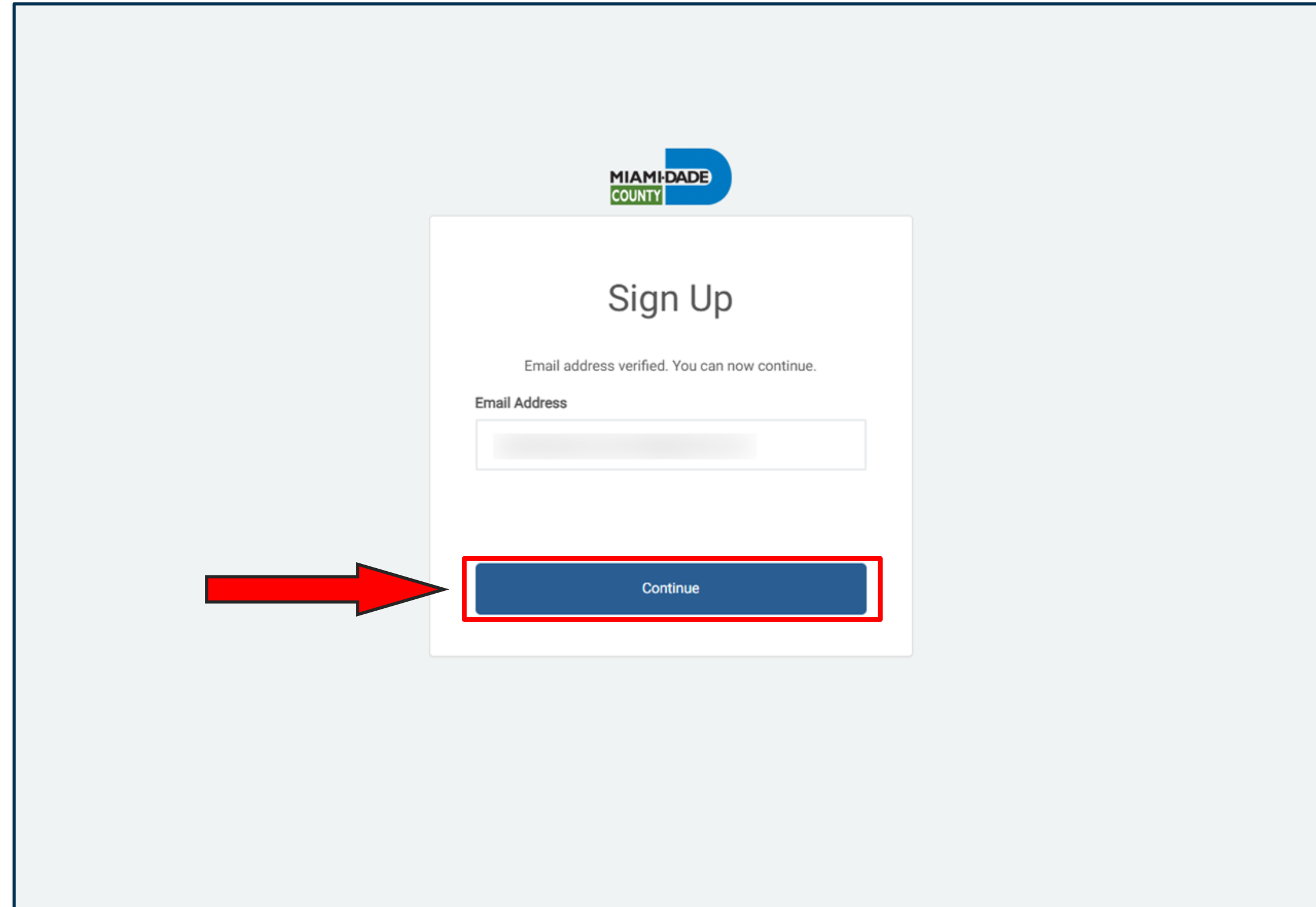
- Check your email. You will receive an email from:
“Miami-Dade County Accounts” with your verification code.
- Enter that verification code into the **“Verification Code”** text box.
- Click the **“Verify code”** button.



The screenshot shows the Miami-Dade County Sign Up page. At the top is the Miami-Dade County logo. Below it is the title "Sign Up". A message states: "A verification code has been sent to your inbox. Please copy it to the input box below." There are three input fields: "Email Address", "Verification Code", and "Continue". The "Verification Code" field and the "Verify code" button are highlighted with red boxes and red arrows pointing to them from the left. Below the "Verify code" button is a "Send new code" button, and at the bottom is a "Continue" button.

RER Electronic Permits & Reviews System Sign Up

- A confirmation message will display informing you that your email address has been verified.
- Click the “**Continue**” button.



MIAMI-DADE
COUNTY

Sign Up

Email address verified. You can now continue.

Email Address

Continue

RER Electronic Permits & Reviews System Sign Up

- The “**Sign Up**” page will allow you to enter your account information.
- Enter your desired account password.
- Enter your **First Name** and **Last Name**
- Enter optional further information.
- Click the “**Create**” button.

The screenshot displays the 'Sign Up' page for the Miami-Dade County RER Electronic Permits & Reviews System. The page features a header with the Miami-Dade County logo. The main form is titled 'Sign Up' and contains several input fields. Red boxes and arrows highlight the required fields: 'New Password (at least 12 characters)', 'Confirm New Password', 'First Name', and 'Last Name'. Below these are optional fields for 'Phone Number', 'Secondary Phone Number', 'Address', and 'Apt #, Unit, Suite'. To the right of the main form is a separate section with fields for 'City', 'State' (a dropdown menu showing 'Florida'), and 'ZIP Code'. A red box and arrow highlight the 'Create' button at the bottom of this section.

Class IV Wetlands Electronic Permits and Reviews System

Live Demonstration

- **Account Registration**
- **Class IV Wetlands Permit Submission**
- **Expedited Administrative Authorization Submission**
- **Class IV Wetlands Permit Resubmission**

Questions and Answers Session

Moderated by Alfredo Alvarez Jr.

Presenters and Panelists will answer questions submitted in the Zoom Q&A chat box.

To use your microphone to ask a question, please use the Raise Hand feature. The moderator will enable one person at a time to speak after announcing the user's name.

Class IV Wetlands Electronic Permits and Reviews System Web Resources:

- Wetlands Page: https://www.miamidade.gov/global/permit.page?Mduid_permit=per1723822402324899
- Class IV Permit Application Page: <https://www.miamidade.gov/Apps/RER/EPSPortal/PlanReview/CLIVApplications/Landing>
- Expedited Administrative Authorization Page: <https://www.miamidade.gov/Apps/RER/EPSPortal/PlanReview/EAAApplications/Landing>
- Class IV Permit YouTube Playlist: <https://www.youtube.com/playlist?list=PLw-g49nWSg-rloXztmfcLknMYsl5nNmyw>
- Expedited Administrative Authorization YouTube Playlist: <https://www.youtube.com/playlist?list=PLw-g49nWSg-ppKe4VGk6b8S5qsMdnAuCF>
- MeetQ Appointments and Queues Portal: <https://wwwx.miamidade.gov/Apps/RER/MeetQ/Portal/>

Department Contact:

- Wetlands Resources Section - Email Address: dermwetlands@miamidade.gov - Phone Number (305) 372-6585



Thank You for Attending! We highly value your feedback.

Please fill out our survey at the end of this Webinar.

Presented by: Natural Resources Division and Business Architecture & Strategic Initiatives Unit