



## PROCEDURES FOR MEETING SEWER CONNECTION REQUIREMENTS:

Outlined below are the procedural events that are necessary to meet the Sewer Connection Requirements of the various agencies involved in the permitting and inspection of the septic tank abandonment process and the hook-up to sanitary sewers.

Permits and/or approvals are required by the following agencies:

1. Miami-Dade Water and Sewer Department
2. City of North Miami Beach Public Utilities Department
3. Florida Dept. of Health & Rehabilitative Services (Health Dept.)
4. City of North Miami Beach Building Department

A brief explanation of the requirements involved in the permit procedure is provided in the enclosed Permitting Procedures below.

After the sanitary sewer connection, and the septic tank abandonment work is completed, it must be inspected as follows:

- A) Inspectors from the City's Building Department and Public Utilities Department must inspect the pipe installation and sanitary sewer hook-up at the time of connection and **before any** backfill is done.
- B) Inspectors from Miami-Dade County Department of Health and North Miami Beach's Building Department must inspect the abandoned septic tank upon completion of the work and **prior** to backfill and site restoration.

NOTE: The inspection requests are made by the respective contractor(s) as that part of the job is ready for inspection. Requests for inspections are made by notifying the appropriate agencies at the phone numbers listed on the PERMITTING PROCEDURES SHEET.

### **PERMITTING PROCEDURES**

#### Septic Tank Abandonment & Sanitary Sewer Hook-up

#### **STEP 1.**

Miami-Dade County Regulatory and Economic Resources Department (DRER) Wastewater Section, 701 NW 1st Court, Miami FL. 33136, Tel: (305) 372-6764 will be sending a "Notice of Required Connection" (NORC) to each property owner abutting sanitary sewers. Accompanying said notice, a sewer capacity and certification letter will indicate the gallonage allocated to the property.

#### **STEP 2.**

Miami-Dade County Water and Sewer Department (WASD)

New Business Office, 3575 South LeJeune Road, Miami, FL. 33056, Tel: (786) 268-5360, 10:00 a.m. to 5:00 p.m. Monday – Friday

or

11805 SW 26<sup>th</sup> Street, Suite 140, Miami FL. 33174 Tel: (786)315-2717, Fax: (786) 315-2923

or

701 NW 1 Court, 2<sup>nd</sup> Floor, Miami FL. 33136

WASD requires payment of a sewer connection fee. The amount of the fee is calculated based on the DRER allocation letter and land uses outlined in the guidelines for section 24.43 Miami-Dade County Code. WASD will provide an ordinance #89-95 letter to the applicant as their approval.

### **STEP 3.**

Public Utilities Department, City of North Miami Beach, 17050 NE 19<sup>th</sup> Avenue, North Miami Beach,  
Tel: (305) 948-2980, ext.7949. 8:00 a.m. - 3:00 p.m. Monday- Friday.

The Public Utilities Department requires a sewer connection application and subsequent payment of a sewer connection fee. WASD paid receipt for Ordinance #89-95 letter and DRER Sanitary Sewer Certification of Adequate Capacity is required to be submitted to the North Miami Beach Public Utilities Department prior to approval.

### **STEP 4.**

Septic Tank Office, Florida Department of Health and Rehabilitative Services (Health Department),  
11805 SW 26th Street, Miami FL. 33174 Tel: (786)315-2444, 8:00 a.m. - 5:00 p.m., Monday - Friday.

The Health Department issues septic tank pump and abandon permits. Properties that have multiple tanks require multiple permits. Each permit may only be issued to the company selected for septic tank abandon. Site plan or survey information may be required.

### **STEP 5.**

Building Department, City of North Miami Beach, 17050 N.E. 19<sup>th</sup> Avenue, North Miami Beach,  
Tel:(305) 948-2965, 7:00 a.m. - 5:00 p.m., Monday – Thursday 8:00 a.m. – 3:00 p.m., Friday.

The Building Department requires a City-issued septic tank abandonment permit and a sewer plumbing permit. These permits, which must be issued simultaneously, cannot be obtained until the Health Department permit has been presented. The sewer abandon permit may only be issued to the same company that obtained the Health Department permit. The plumbing permit may be issued to any company the owner selects to do the installation so long as the company is licensed and qualified to do sanitary sewer hook-up.

### **STEP 6.**

Public Utilities Department, City of North Miami Beach, 17050 NE 19<sup>th</sup> Avenue, North Miami Beach,  
Tel:(305) 948-2980, ext. 7949. 8:00 a.m. - 3:00 p.m., Monday - Friday.

The Department will issue a Sewer Connection / Installation Authorization. This authorization allows the contractor(s) to proceed with the septic tank abandonment and sewer connection work (except West Dixie Highway Industrial District and Corona Del Mar low pressure sewer systems).

Contractor is to present his license and all permits to the Public Utilities Department prior to issuance of Sewer Connection / Installation Authorization.

Public Utilities Department must be notified at least 24 hours in advance for inspection of sewer connection.  
Contact - Tel: (305) 948-2980, ext.7985