



**INSTRUCTIONS FOR COMPLETING CLOSE OUT DOCUMENTS  
AND REQUEST FOR CERTIFICATION LETTER**

**CERTIFICATION OF COMPLETION  
REQUEST FOR LETTER TO PLACE INTO SERVICE**

Three (3) page form is attached. This form is to be completed in duplicate (all with original signatures and seals) and submitted to the City of North Miami Beach for signatures. We will keep one copy for our file and return the other one to you for submittal to H.R.S. as noted below:

1. Certification goes to the Health Department (1725 N.W. 167 Street) with a copy of the bacteriological samples, pressure test, backflow certifications and a check for \$75.00 (Certification fee payable to Dade County Department of Public Health). The Health Department will then issue a Letter of Clearance. A copy of this letter must be sent, faxed or brought to the City of North Miami Beach, Public Services Department - 17050 N.E. 19<sup>th</sup> Avenue, North Miami Beach, Florida 33162. Fax # is (305) 957-3501.