



# City of North Miami Beach, Florida

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## BUILDING DEPARTMENT

### SEPTIC TANK ABANDONMENT PROCEDURE/SEWER CONNECTION

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 & Sewer Department
2. City of North Miami Beach Public Services Department
3. Florida Dept. of Health & Rehabilitative Services (Health Dept.)
4. City of North Miami Beach Building Department

BEFORE ANY BACKFILLING IS DONE TO ANY SEWER CONNECTION OR SEPTIC TANK ABANDONMENT IT **MUST** BE INSPECTED AS FOLLOWS

- A. Inspector from the City's Building Department AND Public Services 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 Dade County's Health Department and North Miami Beach's Building Department **MUST** inspect the abandoned septic tank upon completion of the work and **before any backfilling and site restoration**

**\*\*Please note that 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 under Permitting Procedures.**

After inspection requirements have been met and all work has been completed, the City will notify Dade County's Department of Environmental Resources Management that the sewer connection has been made.



# **City of North Miami Beach, Florida**

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## **BUILDING DEPARTMENT**

### **PERMITTING PROCEDURES**

#### **Septic Tank Abandonment & Sanitary Sewer Hook-Up**

##### **STEP 1**

DERM Wastewater Section, 33 S.W. 2 Avenue, Suite 100 (305) 372-6500 will be sending a "Notice of Required Connection" (NORC) to each property owner abutting sanitary sewers. Accompanying this notice, a Sewer Capacity & Certification Letter will indicate the gallonage allocated to the property.

##### **STEP 2**

New Business Department, Miami-Dade Water & Sewer Department (WASAD), 3575 South LeJeune Road, Miami, (305) 665-7471, OR 11805 SW 26 Street (786) 315-2717

WASAD requires payment of a sewer connection fee, based on the DERIVE allocation letter. Once their sewer connection fee is paid, a WASAD's receipt is issued which will be required to be submitted to the North Miami Beach Public Services Department.

##### **STEP 3**

Public Services Department, City of North Miami Beach, 17050 NE 19<sup>th</sup> Avenue, North Miami Beach, contact person Ariel Valdes or Karim Rossy (305)948-2967, Monday thru Friday 9:00 a.m. to 3:00 p.m.

Public Services Dept. will require payment of a sewer connection fee. The WASAD receipt and DERM Sewer Capacity Certification Letter must be shown prior to processing payment.

##### **STEP 4**

Septic Tank Office (Dade County Health Department - Septic Tank Office) - 7769 N.W. 48 Street - Miami, FL 33166 (305) 513-3459

The Dade County Health Department - Septic Tank Office issues Septic Tank Pump And Abandon Permits. Properties that have multiple tanks require multiple permits. Permits are issued to the company selected for septic tank abandon ONLY.

##### **STEP 5**

Public Services Department, City of North Miami Beach, 17050 NE 19<sup>th</sup> Avenue, North Miami Beach, contact Jose Casio or Ariel Valdes, (305) 948-2967 Monday thru Friday 9:00 a.m. to 3:00 p.m.

The Department will require an application be completed along with copies of license, insurance and all permits, to issue a Sewer Connection / Installation Authorization. This authorization will allow the contractor(s) to proceed with the septic tank abandonment and sewer connection work. The cost for each Sewer Connection / Installation Authorization is \$125.00.



## ***City of North Miami Beach, Florida***

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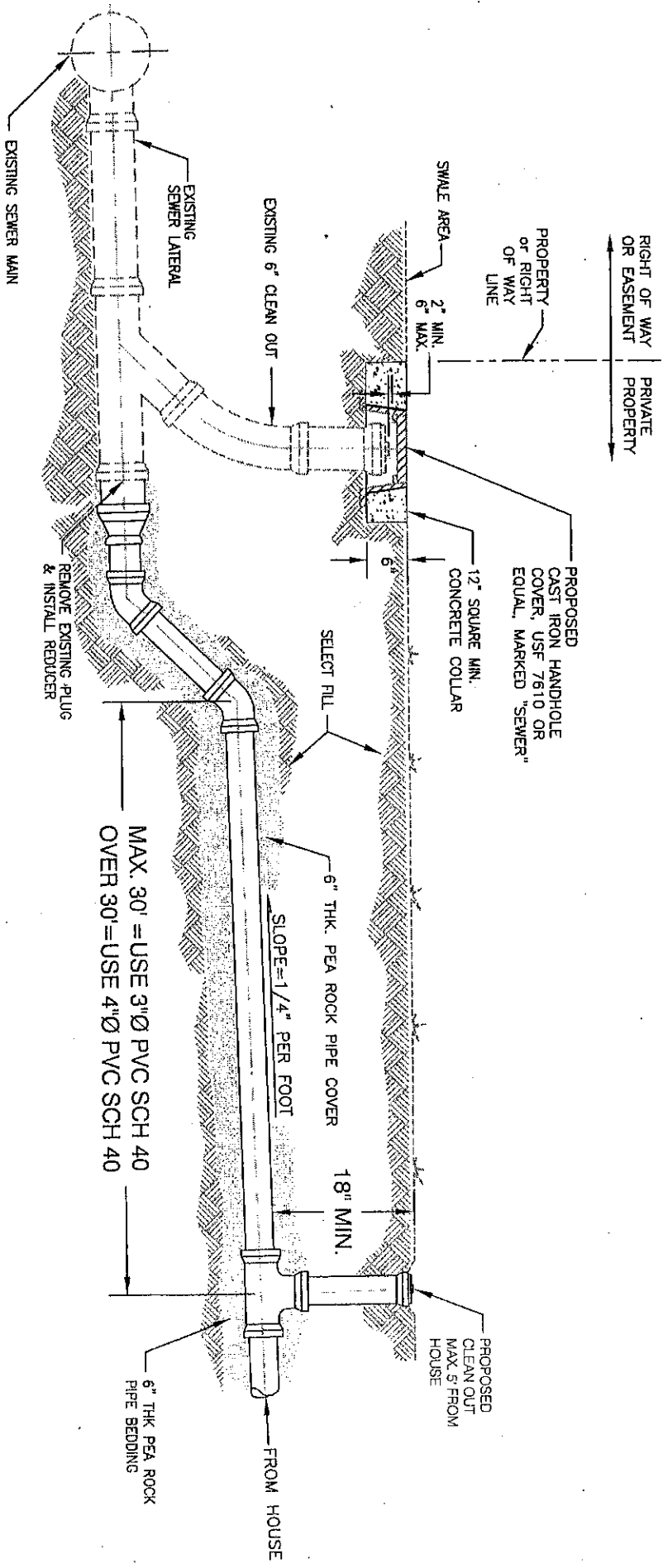
### **BUILDING DEPARTMENT**

\* \* Note: The Public Services Department must be notified **at least 24 hours** in advance for inspection of sewer connection. Contact Brenda Jimenez (305) 948-2967 x 7985.

#### **STEP 6**

Building Department, City of North Miami Beach, 17050 NE 19<sup>th</sup> Avenue (305) 948-2965, Monday thru Friday 8:00 a.m. to 3:00 p.m.

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 issued until the health Department Septic Tank Abandonment Permit has been presented. The City issued Septic Tank Abandonment Permit may only be issued to the **SAME** company that obtained the Health Department Septic Tank Abandonment Permit. The Sewer 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.



NOTES:  
 FOR CHANGE OF DIRECTION USE  
 LONG SWEEPS OR 1/4 BENDS.  
 DO NOT USE 90° ELBOWS.

Date	Revisions	Appr. by

**CITY OF NORTH MIAMI BEACH**  
 PUBLIC SERVICES DEPARTMENT

**TYPICAL SEWER PLUMBING CONNECTION**

Date: 11/2006      Dwg: F205      Fig: