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

presents



Do it Right the First Time!

DERM's Plan Review Process

*"Working
to
Preserve
Our
Environment"*

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
- 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



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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



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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*)

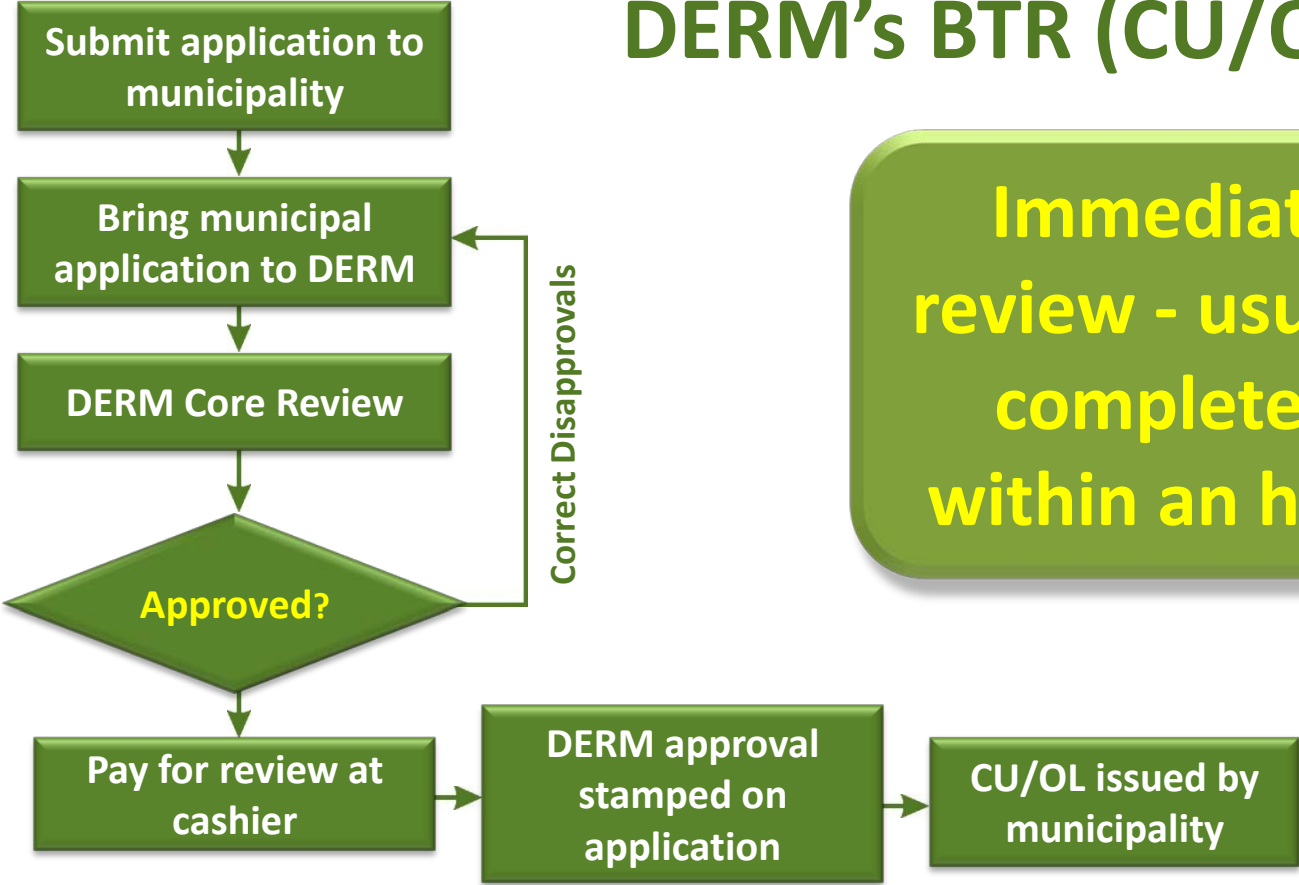
Sec. 24-17. Certificate of occupancy.

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, 5-6-08)

- 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

DERM's BTR (CU/OL) Review



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*)



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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*)

Plan Review

Common DERM-Municipality Interactions

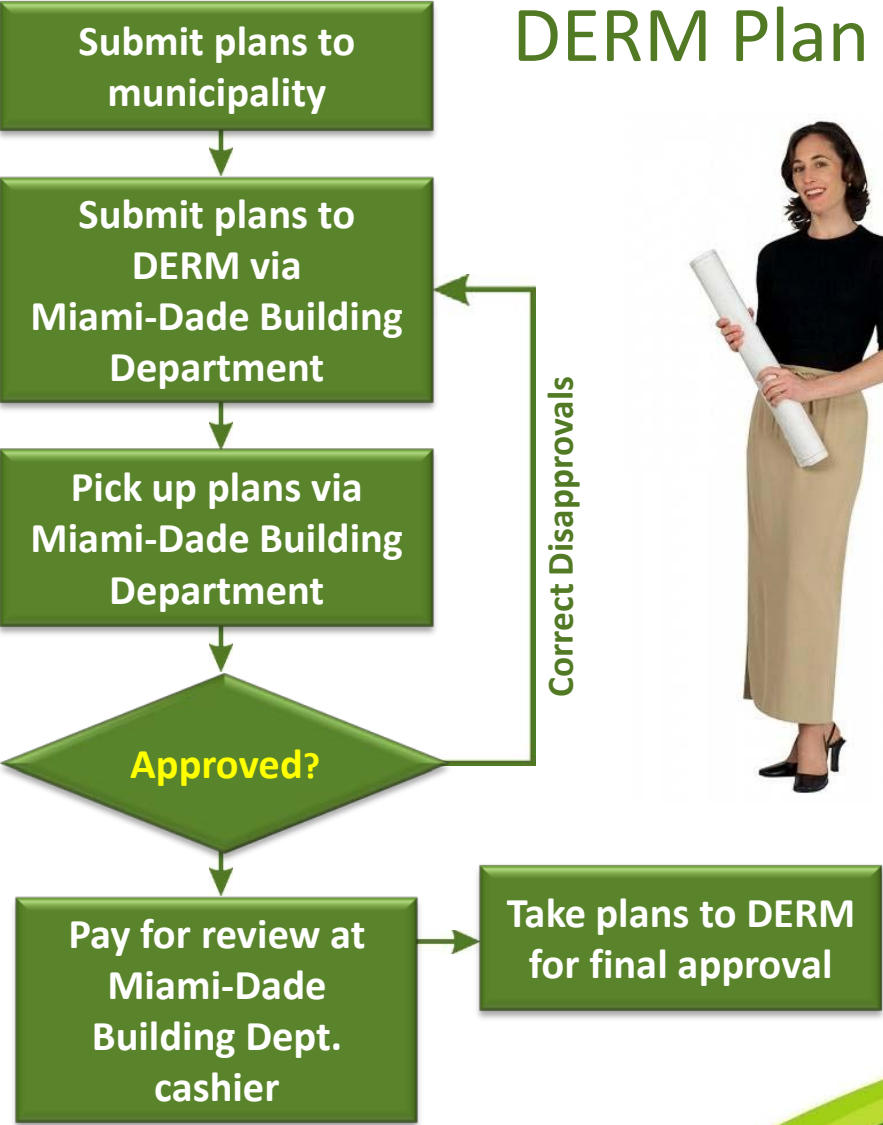
Excerpt from Chapter 24-43.1 (3)

(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



DERM Plan Review West Dade Office

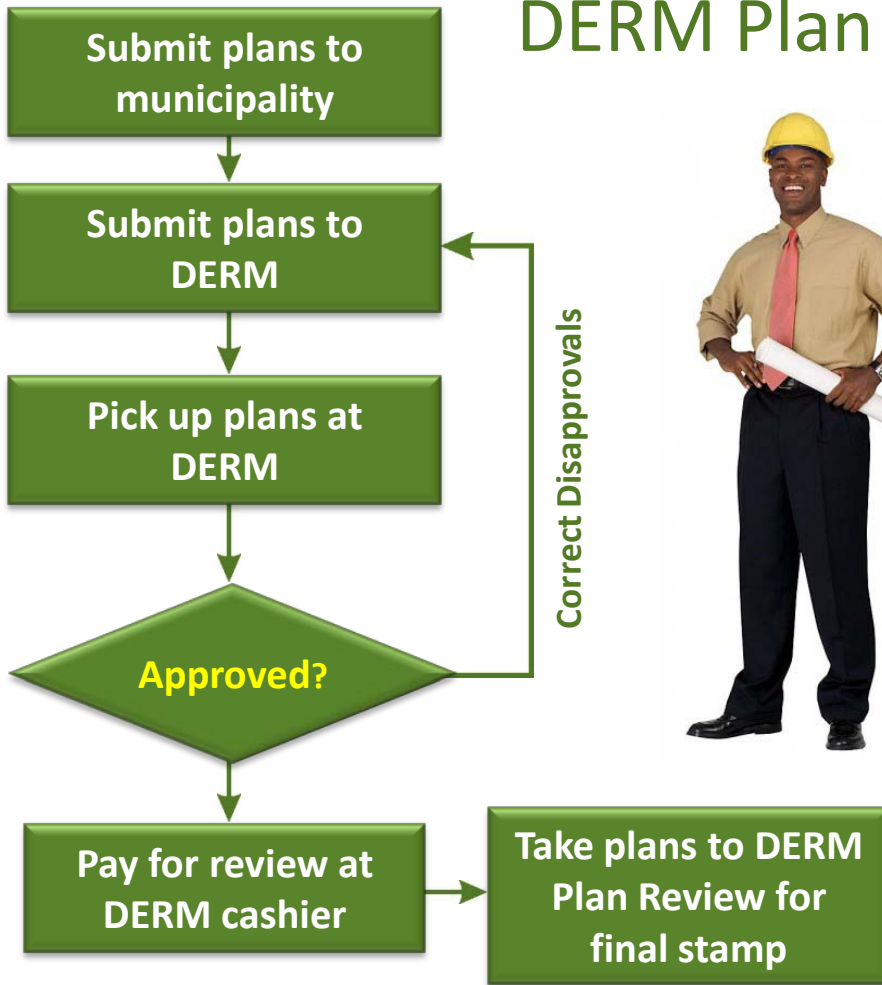


**Residential Plans-
4 days**

**Commercial Plans-
8 days**

**Expedited Review-
available for
additional fee**

DERM Plan Review Downtown Office



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

CU/OL Reviews - Operating Permits

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)

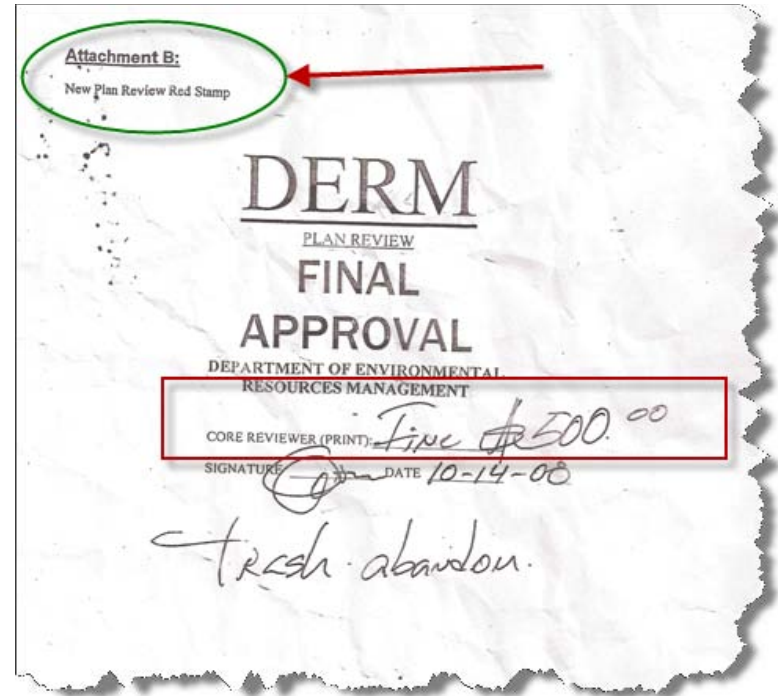


DERM's Final Approval Stamp

PROPER use of stamp



IMPROPER use of stamp

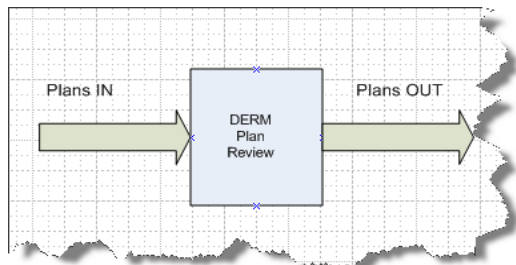


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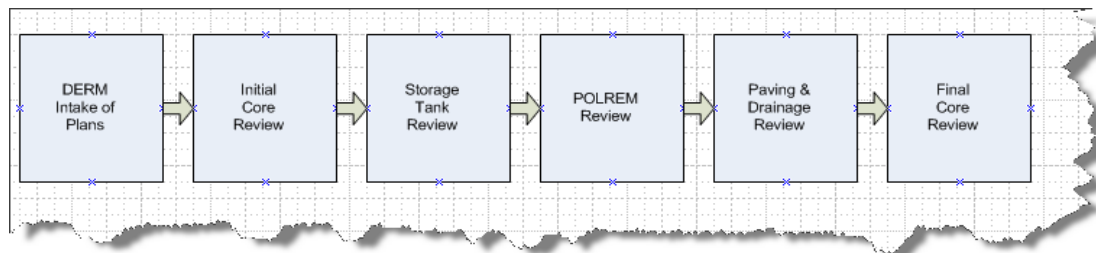
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3. Dynamics of the DERM Plan Review Process

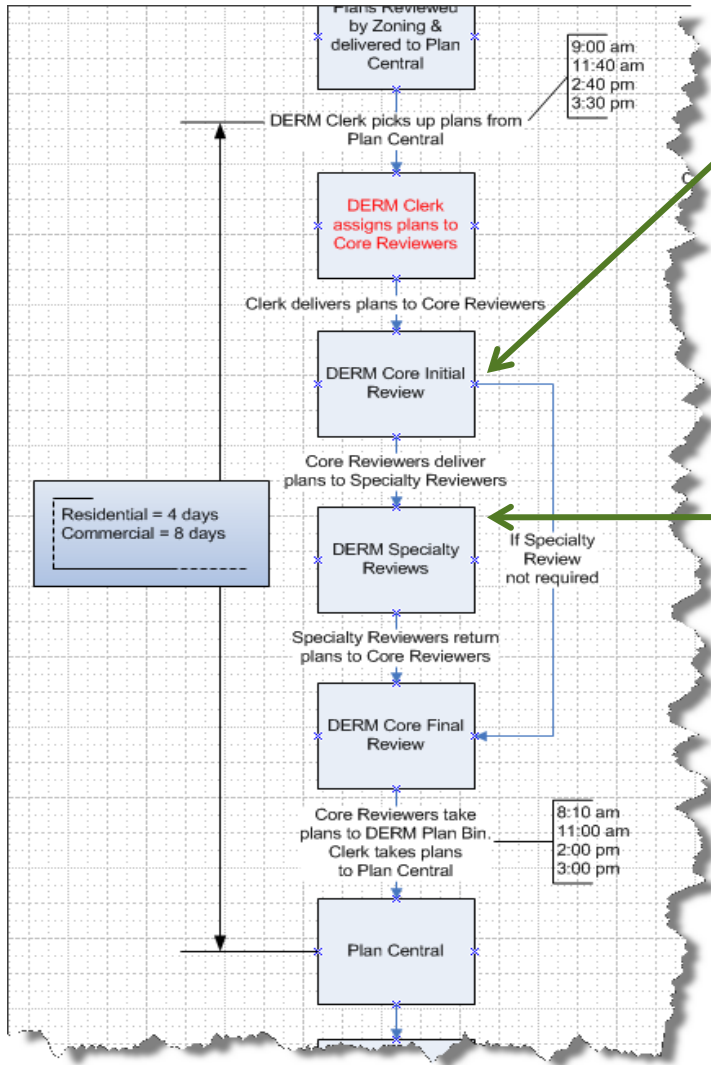
- Clarification of the DERM “Black Box” effect



- The DERM Review includes various trades
 - *Example:* Proposed new facility with associated parking lot and emergency generator to be constructed on a contaminated site



Dynamics of the DERM Plan Review Process



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



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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

Doral	Florida City	Hialeah	Homestead	Medley	Miami Gardens	Miami Springs	North Miami	South Miami	Virginia Gardens
Northwest	Florida City Florida Keys Aqueduct	Hialeah Preston	Harris Park Newton Wittkop Park	Hialeah Preston	WE Oeffler	Hialeah Preston Miami Springs Lower	Westside	Alex Orr Max	Hialeah Preston



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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.

v., a-but-ted, a-but-ting, a-but-s.

v. intr.

To touch or end at one end or side; lie adjacent.

v. tr.

1. To border upon or end at; be next to.
2. To support as an abutment.

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.



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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”).

Water/Sewer Main Extension (cont)

- 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.



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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



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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

Trigger	Subject Property	Adjacent Properties	500 ft from Subject Property
Dump Site	✓	✓	✓
Landfill	✓	✓	✓
Contaminated Site	✓	✓	
Super Fund Site	✓	✓	
Solid Waste Site	✓	✓	



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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



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