



AIRPORTS PROJECT SUBMITTAL CHECKLIST

ENVIRONMENTAL PLAN REVIEW OFFICE, 11805 SW 26th Street, 786-315-2800

PROJECT NAME: _____

PROJECT ADDRESS: _____ **Suite #:** _____

Property Folio Number: _____

Please verify that all documents submitted (plans, applications, surveys, etc.) show the same project address and information.

Instructions for using this form:

- 1) This form gives a general list of items required by DERM as part of a Building Permit approval. Please be aware this is a general list; not all items apply to all projects.
- 2) Items have been listed under a broad category with various more specific required items listed under those categories. Please check the boxes for those general headings that apply for your project, and then check off the items you have provided.
- 3) All items are shown with either a white check box or a shaded check box. Items, be it a broad category or a specific item, with a white box are required when applicable. *Those items with a shaded box are absolutely required.* Any specific item with a shaded box, which is listed under a broad category with a white box, is only required if the broad category applies.
- 4) This list is formatted to guide and assist through the Building Permit process.

Current Property Survey/Site Plan; Shows all lot dimensions including elevations (*Required)

This is a TENANT INITIATED PROJECT, Letter of Authorization from the Miami-Dade Aviation Department (MDAD) has been provided

FLOOD PLAIN: Site Plan showing the following elevations; See Sheet(s); _____

*(The items below marked with an asterisk * are required if the "Flood Plain" option above has been selected)*

- Highest Crown of the Road *
- Lowest floor (Including Basements/Sunken Areas) *
If proposed lowest floor is below requirement, flood proofing regulations will apply.
- Lowest Catch Basin *
- Lowest Adjacent grade (Grade immediately adjacent to proposed structure) *
- Site Plan and floor plan must show all existing and proposed elevations *
- Provide a copy of the DERM Environmental Resource Permit (ERP) / SFWMD Surface Water Management Permit, and/or Class VI Permit *

Contact: DERM Water Control Section, 701 NW 1st CT, 305-372-6769
FOR FLOOD QUESTIONS CONTACT: Jose Tormes at TormeJ@miamidade.gov or 786-315-2800

This Airport is served or is to be served by a Public Water Supply

- For *NEW / ADDITIONAL SERVICE* or *CHANGE OF USE*, provide Water Verification Form from the corresponding utility company.
- If a Public Water Main extension is required for this project, provide a copy of the Department of Health Water Extension Approval to the Plan Review Office at 11805 sw 26 street 786-315-2800 for the DERM water extension number to be approved and issued. The DERM water extension number(20xx-WAT-EXT-xxxxx) must be provided to the Plan Review Office prior to the final plan approval, or provide the recorded copies of the executed service agreement for a conditional approval.

This Airport is served or is to be served by a Sanitary Sewers

- For *NEW / ADDITIONAL SERVICE* or *CHANGE OF USE*, provide the Sewer Capacity Certification application with section 2 completed and signed by the MDAD Civil and Environmental Division located at MIA 5A building 1fl or corresponding utility company.
- For *NEW / ADDITIONAL SERVICE* or *CHANGE OF USE*, Water and Sewer Verification Form must be provided after the Sewer Capacity Certification/Allocation has been issued.
- If proposing change of use or new construction at MIA International Airport provide sewer tracking form (contact Joaquin Menedez at MIA 5A building 1st Floor, Civil Engineering Section 305-869-1329)
- If a Public Sewer Main extension is required for this project, must contact DERM Wastewater Permitting Section at 701 NW 1 CT, 7th floor 315-372-6600 to obtain a DERM sewer extension number. The DERM sewer extension number(20xx-SEW-EXT-xxxxx) must be provided to the Plan Review Office prior to the final plan approval, or provide the recorded copies of the executed service agreement for a conditional approval.

This Airport (Homestead General Only) is served or is to be served by a Potable Well and Septic Tank/Drainfield.

*(The items below marked with an asterisk * are required if the "Airport - Homestead" option above has been selected)*

- Project was previously approved by DERM for the use of a Potable Well and Septic Tank, see the attached Approval letter (i.e. EQCB, MDR or Letter of Interpretation)*
- For *NEW / ADDITIONAL SERVICE* or *CHANGE OF USE*, approval from the DERM Water & Wastewater Treatment Section has been obtained for the use of the Potable Well.*

Contact: DERM Wastewater Permitting Section, 701 NW 1st Court, 7th Floor, 305-372-6600

INTERIOR RENOVATIONS / DEMOLITIONS; Attached is the required signed and sealed Asbestos Survey, or Asbestos Survey Affidavit signed by an Aviation Department Official or an authorized Aviation Department representative.

PAVING & DRAINAGE: Contact the DERM Water Control Section for approval

*(The item below marked with an asterisk * is required if the "Paving & Drainage" option above has been selected)*

- Provide a copy of the DERM Environmental Resource Permit (ERP) / SFWMD Surface Water Management Permit, and/or the DERM Class VI Permit.*

	<p>TREES REVIEW: If trees will be removed or relocated a Tree Permit issued by DERM-Tree Section is required. Applications submitted to the Tree Program should be approved by Jeff Dawson of MDAD. On SITE PLAN show trees within twenty feet (20') of ANY type of construction, including driveways, septic tanks, fences, pipes, buildings, construction roads etc.</p>
<input type="checkbox"/>	Show distance from these trees to construction.
<input type="checkbox"/>	Label existing to remain trees as well as trees being removed or relocated.
<input type="checkbox"/>	For trees to remain: on SITE PLAN show 6-8' barriers around trees <i>less than</i> 18 inches diameter and show 10-12' barriers around trees 18" diameter <i>or greater</i> .
<input type="checkbox"/>	For trees being relocated: show proposed location of trees.

	<p>INDUSTRIAL FACILITIES <i>Any site or location where the proposed use will entail the use, handling, storage, or generation of an Industrial/Hazardous material or Waste (e.g. Manufacturing Operations, Repair Shops, Laboratories, Non-Destructive Testing, Equipment, Vehicle or Plane Washing facilities, etc.).</i></p> <p><i>(The items below marked with an asterisk * are required if the "Industrial Facilities" option above has been selected)</i></p>
<input type="checkbox"/>	<p>Engineering Report / Process Description* Provide any supporting calculations, include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> What is the use of the facility?* <input type="checkbox"/> What processes are being implemented and used?* <input type="checkbox"/> What types of materials are being used? (i.e. fuels, oils, solvents, etc.)* <input type="checkbox"/> How are these materials being handled and stored?* <input type="checkbox"/> What Spill Containment and Control measures are being implemented?* <input type="checkbox"/> Does the operation create a liquid waste? If so, how is it disposed of?* <input type="checkbox"/> Is there any type of Wastewater treatment (i.e. Oil/Water Separator, Silver Recovery, Pre-treatment, etc.)?* <input type="checkbox"/> How is the equipment cleaned and maintained, and does that create a waste product?*
<input type="checkbox"/>	<p>Equipment Specifications* Provide all manufacturer information and details for all proposed equipment.</p>

	<p><input type="checkbox"/> Site/Floor Plan showing the following;*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of work areas* <input type="checkbox"/> Equipment Layout* <input type="checkbox"/> Material Storage Areas. Showing Spill Containment* <input type="checkbox"/> Location of any floor drains* 		<p>See Sheet(s); _____</p>
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Plumbing plan showing the following;* See Sheet(s); _____

- The interconnection of equipment, including point of discharge.
- Waste Water Treatment System (i.e. Oil/Water Separator, Silver Recovery System, etc)
- Sampling Point/Port
- All floor drains and their point of discharge

PROVIDE a 3rd set of the above-referenced sheets for DERM's Records

Plumbing plan showing the following;* See Sheet(s); _____

- The interconnection of equipment, including point of discharge.
- Waste Water Treatment System (i.e. Oil/Water Separator, Silver Recovery System, etc)
- Sampling Point/Port
- All floor drains and their point of discharge

PROVIDE a 3rd set of the above-referenced sheets for DERM's Records

STORAGE TANKS Any tank system for the storage and dispensing of any hazardous materials (e.g. Underground Storage Tanks (UST), Aboveground Ground Storage Tanks (AST), etc.).

*(The items below marked with an asterisk * are required if the "Storage Tanks" option above has been selected)*

A Detailed Scope of Work* - Provide for a clear explanation of what is being done.

Site Plan showing the following;* See Sheet(s); _____

- Tank(s), Piping (including sloping), Sump(s), Vent Riser(s), Vapor Line Manifolds and Monitoring Well. Layout, etc*
- Plans Must Indicate All Equipment / Materials Are FDEP Approved***
- For USTs, Plans must signed by a Pollutant System Specialist Contractor
- For gasoline fueling systems, Stage II Recovery System must show the California Resources Board (CARB) Order Number
- For ASTs greater than 550 Gallons, containing a regulated substance provide a FDEP Registration Form
- For ASTs greater than 550 Gallons, must provide a Regulated Tanks Spill Prevention Recovery Plan
- For ASTs serving a generator, include the FDEP EQ# Approval Number

All Fueling Areas must be provided with an impervious fueling pad.

PROVIDE a 3rd and 4th the above-referenced sheets for DERM's Records