

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Rick Scott
Governor

Celeste Philip, MD, MPH
Surgeon General and Secretary

Vision: To be the **Healthiest State** in the Nation

Procedures for Plan Review

1. Provide proof of water and sewer service/connection. In the case of new construction, provide a copy of the allocation or verification letter concerning water and sanitary sewer service to your property. Be sure to provide a **complete** copy of the water bill including **all** pages. Plan review cannot proceed without all pages of the water bill. If there is no sanitary sewer charge on your water bill (this is not the Storm Water charge), it means that your sewage disposal may be handled by means of a septic tank.
2. If available, provide the Certificate of Occupancy or Use (CO or CU), Dept. of State Articles of Incorporation outlining the purpose for business, and other governmental identifying information related to the business.

In the case of a Septic System:

3. For a septic system that has been permitted by the Onsite Sewage Treatment and Disposal Systems Program (OSTDS) within the past 3 years, you may contact OSTDS Program to retrieve a copy of the inspection report or the contingency letter. However, if a permit has not been issued within the past 3 years, the applicant must contact a licensed septic tank contractor to certify the system by completing DH 4015 pages 2-4 and returned to the **PIC Center/Septic Tank 11805 S.W 26 ST Miami, FL 33175** (Phone-786-315-2444) to secure a permit. Provide copy of permit approval with the Environmental Health Division during plan review.

In the case of a Well Water (Limited Use Public Water System):

4. Contact the Engineering Division at 305-623-3500 to request Form DH4092A and or B application for Limited Use Public Water System Operation. Submit all applicable permit and survey fees with the Engineering Division. Provide copy of approval/satisfactory survey results with the Environmental Health Division during plan review.

Providing Food On site:

5. All food must be from an approved source. If the food will be catered, please provide caterer information, including: a copy of their food permit/license, the number of meals to be provided and the time of delivery to your site, a sample menu, how the food will be delivered I.e. in bulk or individual containers that will be stored after delivery to the site. In addition, would multi-use utensils/equipment be sanitized on site?

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6. Plans do not need to be architectural plans. A simple letter-sized pencil and pen drawing will suffice, provided it shows the equipment required to evaluate. Provide the location of all sinks, refrigerators, bathroom fixtures, etc. Please be able to answer questions regarding the location of all equipment. Several copies of the plans can be stamped for building or zoning requirements upon request during the plan review.

Scheduling an appointment:

7. At this time plan reviews are conducted on Tuesday and Friday of each week. Call **(305) 623-3500** one day in advance to request an appointment for a plan review. Plan review times are between 8:30 and 12:00PM. The office address is **1725 NW 167 Street, Miami FL, 33056**. It is located on the Northwest side of the intersection of the 17th Avenue and the Palmetto Expressway, and is a gated complex just west of the corner gas station. Enter from the access road on the North side of the expressway and park on the south or west side of the complex. Enter the building at the reception area that is on the south west side of the main building.

8. The cost of the plan review process is **\$149.00 per facility**. The process should take no longer than 1-hour if all requested documents are provided. If the plan review requires additional time, an additional \$40 per hour (or part thereof) will be charged. Please call for the appropriate permit fee as it is prorated on a quarterly basis.

Please note that plan reviews are conducted per facility. Please see F.A.C. Chapter 64E-11.013(b)1-2 for definition of multiple food service operations (Umbrella permit). Changes in original plans includes but are not limited to: owner, location, remodel, capacity increase are subject to a new plan review.

We are now accepting credit cards for payment of either the plan review or permit fees. If you intend to pay by cash, please have the exact amount because change will not be available for your transaction.

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