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## List of Available Broward County ePermit Applications

**Air Permit, County:** Application for Air License to operate direct or indirect air pollution source.

**Asbestos: Statement of Responsibilities Regarding Asbestos (SRRA):** Certification that building permit applicants conducting renovations, demolitions and reroofs have accounted for asbestos concerns.

**Building Permits – BMSD (Unincorporated Broward County):** Permit to construct, repair, alter, move, or demolish any building or structure (including electrical, gas, mechanical and plumbing systems).

**Chauffeur Registration Application:** Application for Chauffeur License. We regulate chauffeurs that drive taxicabs, luxury sedans, stretch limousines, transport vans, and paratransit service vehicles in Broward County.

**Construct or Modify a Wastewater Treatment or Reclamation Facility:** Application prior to the construction, alteration, or operation of a Wastewater Treatment Plant or Reclamation Facility.

**Contaminated Site / EAR Projects:** Application for assessment and cleanup of contaminated sites not exempt under Chapter 27 of Broward County Code.

**Development & Environmental Review Approval:** Prior to Building Permit, Plan review for compliance with environmental requirements and plat approval conditions (new construction, interior renovation, land clearing).

**Environmental Assessment & Remediation Dewatering:** Certified Dewatering Plan review and approval for dewatering activity within ¼ mile of a contamination site.

**Environmental Resource License:** License for installation of boat slips, impacts to wetlands, docks over 500 square feet and dredging or filling of more than 20 cubic yards.

**Environmental Resource License, General & Floating Vessel Platforms:** License for installation of boat slips, floating vessel platforms, impacts to wetlands, docks under 500 square feet and dredging or filling of less than 20 cubic yards.

**Hazardous Material Management Facility License (HMMF License):** License required for a business that uses, stores, handles, and/or generates twenty-five (25) gallons or more of hazardous materials (all total) within a month.

**Hazardous Material Transfer Facility License:** License for a site or facility that stores or processes discarded hazardous material, sludge, or biomedical waste prior to or during transport to a disposal facility.

**Marine Facility Operating License (MFOL) Renewal:** Renewal of permit for any marina or multifamily facility with 5 or more slips that moors vessels.

**Non-Domestic Direct Discharge License Renewal:** License to operate a direct discharge entering ground or surface waters from a non-domestic activity.

**Notice of Commencement (NOC):** Required for the construction of, improvements to, alteration of, or repair of real property and the total contract price is greater than \$5,000.

**Right-of-Way Plan Review / Permit, Broward County:** Authorizes work or activities/events within Broward County Right-of-Way (e.g. Paving & Drainage, Water & Sewer, Utility, Driveway, and Landscaping Permits).

**Solid Waste Management License:** License to construct, operate, modify, or close a Solid Waste Management facility.

**Storage Tank Facility License:** License required prior to building, erecting, operating, modifying, replacing, or closing any storage tank system for storing hazardous materials.

**Surface Water Management:** License required prior to activities that alter the flow of surface water (i.e. construction of impervious surfaces, paving, grading, and drainage).

**Tree Removal License:** Permit required prior to removal or relocation of any trees on designated properties in Broward County (see ePermits detail card for list of properties).

**Waste Transporter License:** License required for the transport of regulated waste within Broward County (Sludges, Discarded Hazardous Materials, Biomedical Waste). Can also be used for submission of Monthly Report.

**Wastewater Construction:** Permit/license required for construction, extension or alteration of wastewater collection/transmission or reuse system (including manhole, gravity sewer main, force main, pump station, vacuum sewer system).

**Wastewater Treatment Plant Operating License:** All wastewater treatment plants are required to submit their operating license renewal applications by the 1st day of May of every year.

**Water & Wastewater Services Utility Connection Permit:** Four-part permit process that allows connection to or modification of a potable water, wastewater and/or reclaimed water system.

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**Wetland Delineation:** Wetland delineation is recommended prior to any site clearing, grubbing, or filling. Impacts to wetlands without a license is a violation of County Code.



## Air Permit, County

|                             |                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>          | Air Permit, County                                                                                                                                                                                                                                                                                                                                |
| <b>Application Links</b>    | <ul style="list-style-type: none"> <li>• <a href="#">View Application</a></li> <li>• <a href="#">Apply Online</a></li> </ul> <p>For information on how to apply online for a state permit click link below:<br/> <a href="#">State Permit Application Information</a></p>                                                                         |
| <b>Service Agency</b>       | Natural Resources Division                                                                                                                                                                                                                                                                                                                        |
| <b>Contact Info</b>         | 954-519-1270 (Main Division No. – Ask for <b>Air Section</b> )<br><a href="mailto:AirLicense@broward.org">AirLicense@broward.org</a>                                                                                                                                                                                                              |
| <b>Instructions</b>         | <a href="#">ePermits User Guide</a>                                                                                                                                                                                                                                                                                                               |
| <b>Other Requirements</b>   | <b>State Permits:</b> For air matters concerning county owned facilities, or questions concerning who issues state permits, the permitting authority is the DEP Southeast District - <a href="#">Southeast District Information</a> .                                                                                                             |
| <b>Permit Required For</b>  | Direct and Indirect Source of Air Pollution Source. To Protect Public Health and the Environment by ensuring that facilities with air pollution source(s) operate in compliance with air license regulations.                                                                                                                                     |
| <b>Permit Process</b>       | A completed county air license or state air permit application is reviewed, and an Air License or Air Permit is issued within 30 days, or 90 days respectively. Title V Air Permits are issued in about 175 days.                                                                                                                                 |
| <b>Tips to Avoid Delays</b> | <ul style="list-style-type: none"> <li>• Complete all Fields.</li> <li>• Pay Appropriate Fees.</li> <li>• As applicable: Provide Potential to Emit Calculation.</li> <li>• Provide Detail Plans and Flow Diagrams.</li> <li>• Provide Description of the Facility and Process.</li> <li>• Provide Professional Engineer Certification.</li> </ul> |



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**Keywords** | Air Pollution Control, Dry Cleaner, Dust Collector, Miscellaneous Manufacturing, Operation, Remediation System, Scrubber System, Wastewater Treatment Plant, Exhaust/Fume Hood System Hazardous Materials

## Asbestos: Statement of Responsibilities Regarding Asbestos (SRRA)

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type Application Links</b> | Asbestos: Statement of Responsibilities Regarding Asbestos (SRRA) <ul style="list-style-type: none"> <li>• <a href="#">Apply Online</a></li> <li>• <a href="#">More Information</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Service Agency Contact Info</b>   | Natural Resources Division<br>954-357-6666 ext. 1<br>954-519-0340<br><a href="mailto:Asbestoshelp@broward.org">Asbestoshelp@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Instructions</b>                  | <a href="#">Information and instructions</a><br><br><a href="#">YouTube ePermits Tutorial for Asbestos</a><br><br><a href="#">ePermits User Guide</a><br><br>View our informative <a href="#">2024 Asbestos Webinar</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Other Requirements</b>            | <p>An asbestos survey or notice of demolition may be required. If a document such as an asbestos survey, or notice of demolition, is required as part of your SRRA review, <b>please note</b> that the SRRA certificate will not be issued until all documents are received and items are paid for.</p> <p><b>IF a regulated amount of asbestos is detected, it must be removed by a Florida licensed asbestos contractor prior to demolition/renovation activities. Please note:</b> in the case of asbestos being present in the building, and <b>THE ASBESTOS NOT BEING DISTURBED</b> as a part of the planned demolition/renovation activities, a statement from the owner/project manager stating such, will be required before a SRRA will be issued. Please either upload this document with the application you have on file, or contact us, if we have not contacted you already.</p> |



**Broward.org/ePermits**

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**Keywords** | Asbestos, Asbestos Survey, Certificate, Demo, Demolition, Notice of Demolition, Project, Regarding Asbestos, Reno, Renovation, Report, Reroof, Roof, Statement of Responsibilities, Submittal, Survey



## Building Permits – BMSD (Unincorporated Broward County)

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>       | Building Permits – BMSD (Unincorporated Broward County)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Application Links</b> | <ul style="list-style-type: none"> <li>• <a href="#">View Application</a></li> <li>• <a href="#">Apply Online</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Service Agency</b>    | Building Code Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Contact Info</b>      | 954-765-4400<br><a href="mailto:building@broward.org">building@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Instructions</b>      | <p>Broward County Building Code Division has permitting jurisdiction for properties in Broward Municipal Services District (Unincorporated Broward County). Online permitting is currently not available for the following:</p> <ul style="list-style-type: none"> <li>• Owner Builder permits.</li> <li>• Interlocal agreement municipalities (i.e., Village of Lazy Lake, Quiet Waters Park, North Lauderdale. In-person submittal is required).</li> <li>• Fort Lauderdale International Airport (FLL). In-person submittal is required and must be submitted to: 4101 Ravenswood Road, Suite 300<br/>Dania Beach, FL 33312<br/>Office Hours: Monday-Friday, 7:30AM-3:30PM</li> </ul> <p>For building permits for Unincorporated Broward County, first login to your account, and then select submit application, and then select “BCS Master Permit”.</p> <p>For building related applications and checklists, visit the <a href="#">Building Code and Permits Virtual Operations Webpage</a>.</p> <p><a href="#">ePermits User Guide</a></p> <p><a href="#">BMSD Electronic Permitting User Guide</a></p> |

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other Requirements</b>   | <b>Notice:</b> An Environmental Review Approval is required prior to the issuance of a building permit by the County. Any work not considered NEW and which involves the repairing, replacing, or altering of an existing structure such as a Re-Roof, will require Asbestos Review as well. Driveways will require <a href="#">Engineering</a> approval.                                                                                                                                                                                                                 |
| <b>Permit Required For</b>  | A Building Permit is required to construct, enlarge, alter, repair, move, remove, demolish, or to change the occupancy of any building or structure. A Building Permit is also required to erect, install, enlarge, alter, repair, remove, convert, or replace any impact-resistant coverings, and electrical, gas, mechanical, or plumbing systems.                                                                                                                                                                                                                      |
| <b>Permit Process</b>       | Other agency approvals such as DER, Asbestos and Engineering, as may be required, must be obtained prior to applying for a Building Permit. Florida Building Code allows for a 30-business day review of residential permit applications, however, reviews are normally performed and approved, or comments are issued within 15 business days or sooner. Follow this link for application review status <a href="#">Permit Status</a> .                                                                                                                                  |
| <b>Tips to Avoid Delays</b> | <ul style="list-style-type: none"> <li>• Make sure Development and Environmental Review has been completed and submitted with Application.</li> <li>• When Physical plans are required, they must be submitted with proper signatures. Electronic/digital signatures from engineers and architects on physically submitted drawings are not permitted per board rules.</li> <li>• Make sure a job value is shown on the building permit application.</li> <li>• General Liability and Workers Compensation must be current prior to the issuance of permit(s).</li> </ul> |
| <b>Keywords</b>             | Building Permit, Door, Driveways, Permit Process, Permit Status, Roof, Service Change, Windows                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



## Chauffeur Registration Application

|                             |                                                                                                                                                                                                                                                                                       |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>          | <a href="#">Chauffeur Registration Application</a>                                                                                                                                                                                                                                    |
| <b>Application Links</b>    | <a href="#">Apply Online</a>                                                                                                                                                                                                                                                          |
| <b>Service Agency</b>       | Consumer Protection Division                                                                                                                                                                                                                                                          |
| <b>Contact Info</b>         | 954-765-1700<br><a href="mailto:consumer@broward.org">consumer@broward.org</a>                                                                                                                                                                                                        |
| <b>Instructions</b>         | <a href="#">Chauffeur Instructions Website</a><br><br><a href="#">Chauffeur Forms</a> (Under Programs click Consumer Protection and then click blue circle with + sign to the right of Chauffeur.)<br><br><a href="#">ePermits User Guide</a>                                         |
| <b>Other Requirements</b>   | Applicants must have a valid Florida driver's license, the ability to speak, read, and write in English, and the mental, emotional and physical ability to safely carry out the duties inherent in operating a for-hire vehicle.                                                      |
| <b>Permit Required For</b>  | A chauffeur registration is required in order to drive, operate, or control any motor vehicle, including paratransit service motor vehicles, for compensation over any street in Broward County.                                                                                      |
| <b>Permit Process</b>       | Upon completion of the application and fingerprinting, the criminal record from the age of eighteen (18) and the driving record for the last five (5) years will be reviewed. After review, a determination will be made to approve or deny the application (may take up to 45 days). |
| <b>Tips to Avoid Delays</b> | <ul style="list-style-type: none"> <li>• Complete all fields.</li> <li>• Pay the appropriate fees.</li> <li>• Get fingerprinted as soon as possible.</li> </ul>                                                                                                                       |

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- Disclose entire criminal history, as well as any pending criminal and/or driving cases.

**Keywords** | Chauffeur License, Chauffeur Registration, Hack, Hack License



## Construct or Modify a Wastewater Treatment or Reclamation Facility

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type Application Links</b>      | Construct or Modify a Wastewater Treatment or Reclamation Facility <ul style="list-style-type: none"> <li>• <a href="#">View Wastewater Treatment Plant Application</a></li> <li>• <a href="#">View Wastewater Reclamation Plant Application</a></li> <li>• <a href="#">Apply Online</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                             |
| <b>Service Agency Contact Info</b>        | Environmental Permitting Division<br>954-519-1483<br><a href="mailto:WWLicense@broward.org">WWLicense@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Instructions</b>                       | <a href="#">Guide for Consulting Engineers: How to Apply for a Domestic Wastewater Collection/Transmission System Construction License</a><br><a href="#">ePermits User Guide</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Other Requirements</b>                 | Approval from the wastewater treatment plant (WWTP) is required prior to submittal to EPD. Moreover, Significant Environmental Impact Facilities (SEIF) may require public notices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Permit Required For Permit Process</b> | <b>Wastewater Treatment Plant Modification:</b> A County license is required prior to any person constructing, altering, or operating any wastewater treatment plant. Applications are processed within thirty (30) days after receipt of an application for a license and the correct processing fee pursuant to Section 27-199 of the Broward County Code of Ordinances.                                                                                                                                                                                                                                                                                      |
| <b>Tips to Avoid Delays</b>               | <ul style="list-style-type: none"> <li>• Ensure all necessary application signatures (applicant, utilities, WWTP, engineer) are obtained on the BC and DEP applications prior to submittal.</li> <li>• Ensure all documents requiring signature and seal of an engineer are properly digitally or electronically signed and sealed in accordance with <a href="#">F.A.C. 61G15-23</a> requirements.</li> <li>• Make sure processing fee is correct by accounting for the increase in capacity to WWTP.</li> <li>• Make sure the basis of design report is included.</li> <li>• Include approval of a state permit by the Florida DEP where required.</li> </ul> |

- Include all Civil, Mechanical or other engineering drawings relevant to the proposed work.

**Keywords** Aeration Basin, Biosolids, Chlorine Basin, Clarifier, Contact Chamber Disinfection, Disposal, Effluent, Filter, Filtration, Grit Removal, Headworks, Influent, Membrane, Plant, Reclaimed, Reverse Osmosis, Reuse, RO, Sedimentation, Sludge, Spray Irrigation, Storage Tank, UV Disinfection, Wastewater Facility Modification, WWTP



## Contaminated Site / EAR Projects

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>          | Contaminated Site / EAR Projects                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Application Links</b>    | <ul style="list-style-type: none"> <li>• <a href="#">View Application</a></li> <li>• <a href="#">Upload Application Online</a></li> </ul>                                                                                                                                                                                                                                                                                          |
| <b>Service Agency</b>       | Environmental Permitting Division                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Contact Info</b>         | 954-519-1483<br><a href="mailto:EAR@broward.org">EAR@broward.org</a>                                                                                                                                                                                                                                                                                                                                                               |
| <b>Instructions</b>         | <p>The completed short-form application should be uploaded to the ePermits website along with data or documentation confirming that the site is contaminated. The EAR License Application should be completed by the party responsible for conducting cleanup and must be signed by an authorized representative of entities as identified by the Florida Division of Corporations.</p> <p><a href="#">ePermits User Guide</a></p> |
| <b>Other Requirements</b>   | If Building Permit required for project, an Environmental Review Approval is required prior to the issuance of a building permit by the County, or any municipal building department.                                                                                                                                                                                                                                              |
| <b>Permit Required For</b>  | Required for the assessment and cleanup of contaminated sites not exempt under Chapter 27 of Broward County Code.                                                                                                                                                                                                                                                                                                                  |
| <b>Permit Process</b>       | Upload completed application to the ePermits website. Review and processing of application generally takes 30 days.                                                                                                                                                                                                                                                                                                                |
| <b>Tips to Avoid Delays</b> | <ul style="list-style-type: none"> <li>• Make sure the applicant represents the party responsible for conducting cleanup, and under most circumstances, that responsible party should be an active corporation registered with the Florida Department of State, Division of Corporations.</li> </ul>                                                                                                                               |
| <b>Keywords</b>             | Assessment, Cleanup, Contaminated Sites, Contamination, Remediation                                                                                                                                                                                                                                                                                                                                                                |

## Development and Environmental Review Approval

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>         | Development and Environmental Review Approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Application Links</b>   | <ul style="list-style-type: none"> <li>• <a href="#">Apply Online</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Service Agency</b>      | Housing and Urban Planning Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Contact Info</b>        | 954-357-6666 ext. 2<br><a href="mailto:DERPlans@broward.org">DERPlans@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Instructions</b>        | <a href="#">Development and Environmental Review Guide</a><br><br><a href="#">ePermits User Guide</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Other Requirements</b>  | Additional Broward County approvals/licenses may be required depending on the scope of work for the proposed project. Once the initial review of the project is complete, staff will inform the applicant of additional approvals/licenses that may be required.                                                                                                                                                                                                                                                                                                                             |
| <b>Permit Required For</b> | This countywide activity takes place prior to the issuance of a building permit by the county or any municipal building department. Plans are reviewed for compliance with all environmental requirements and plat approval conditions. Additionally, education fees may be assessed if required. This approval is required as a prerequisite for all the building permits and includes new construction, additions, interior renovations and land clearing. <b>Please note that <u>ALL</u> projects may only be submitted electronically. Walk-in plan reviews are no longer available.</b> |
| <b>Permit Process</b>      | The steps for a Development and Environmental Review are <ul style="list-style-type: none"> <li>• Visit the <a href="#">ePermits website</a></li> <li>• If this is your first time you will need to register an account.</li> <li>• Complete an application for Development and Environmental Review and upload your plans.</li> </ul>                                                                                                                                                                                                                                                       |



- Receive your confirmation email and await an email from [DERPlans@broward.org](mailto:DERPlans@broward.org)
- Respond to any inquires from the email, if no inquires pay the associated fees. Beginning November 20, 2025, Broward County will no longer collect Education Fees. Education Fees will be collected by the School Board of Broward County only. For more information regarding payment of Education Fees, please call 754-321-1980 or email [treasury@browardschools.com](mailto:treasury@browardschools.com). Environmental Review fees MUST still be paid to the County. Fees can only be paid online via the e-permits website. E-check only for Development Review and E-check or credit card for Environmental Review.
- Print your two certificates (Transportation Concurrency & Environmental). If the project has education fees, the School Board will send a payment link to the email address on the application. Pay the education fees and receive a payment confirmation from the School Board. Failure to pay Education fees to the School Board will result in a revocation/cancellation of your approval certificates. After outstanding fees have been satisfied, take/submit the 3 items (Development Review AKA Transportation Concurrency Satisfaction Certificate, School Board payment receipt and Environmental Review Approval Certificate) to the city building department within 90 calendar days or the certificates will expire.

**Tips to Avoid  
Delays**

- Have a complete and accurate address on plans.
- Have a complete set of plans. This includes but not limited to architectural, structural, mechanical, electrical, plumbing, civil and survey plans.
- Provide a scope of work.
- List only the name and email address of the person who will be responsible for the review and approval process of the submittal.
- Submit plans in pdf format only.
- Group or block upload plans. Do not upload pages individually.
- Look for emails from [DERPlans@broward.org](mailto:DERPlans@broward.org)

**Keywords**

Buildings, Clearing and Grubbing, Concurrency Fees, DER, Development and Environmental Review, Docks, Environmental, Impact Fees, Land Development Code, New Construction, Platting, Seawalls





## Environmental Assessment & Remediation Dewatering

|                             |                                                                                                                                                                                                                                                                                                          |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>          | Environmental Assessment & Remediation Dewatering                                                                                                                                                                                                                                                        |
| <b>Application Links</b>    | <ul style="list-style-type: none"> <li>• <a href="#">Upload Dewatering Plan Online</a></li> </ul>                                                                                                                                                                                                        |
| <b>Service Agency</b>       | Environmental Permitting Division                                                                                                                                                                                                                                                                        |
| <b>Contact Info</b>         | 954-519-1483<br><a href="mailto:EAR@broward.org">EAR@broward.org</a>                                                                                                                                                                                                                                     |
| <b>Instructions</b>         | <p>If the proposed dewatering location is within 1/4 mile of a contaminated site, the applicant is required to prepare and submit a certified Dewatering Plan in accordance with the <a href="#">Dewatering Standard Operating Procedure</a>.</p> <p><a href="#">ePermits User Guide</a></p>             |
| <b>Other Requirements</b>   | An Environmental Review Approval is required prior to the issuance of a building permit by the County or any municipal building department. Additionally, a permit for dewatering may be required by the Florida Department of Environmental Protection, or the South Florida Water Management District. |
| <b>Permit Required For</b>  | Approval is required to conduct dewatering activities within 1/4 mile radius of a contaminated site. It is recommended that applicants should first investigate the <a href="#">Contaminated Sites Interactive Map</a> (to see if the proposed dewatering is within 1/4 mile of a contaminated site).    |
| <b>Permit Process</b>       | A \$400 review fee is required to obtain a Dewatering Plan Approval. Upload the certified Dewatering Plan to the ePermits website. Once the Dewatering Plan is accepted, payment of the review fee will be requested. Reviews are issued within 10 business days.                                        |
| <b>Tips to Avoid Delays</b> | <ul style="list-style-type: none"> <li>• Please make sure that a representative of the entity that is assuming responsibility for the dewatering project is clearly named in the Dewatering</li> </ul>                                                                                                   |



- Plan and that their contact information (name, address, phone number, email address) is provided.
- If designating an authorized agent to sign on behalf of an owner/applicant please include a copy of the Owner/Applicant Signature Authorization Form with your Dewatering Plan submittal.
  - The Plan must provide details on the proposed controls and monitoring program that will be employed to ensure that the effluent will comply with applicable water quality standards, including turbidity. The Turbidity standard under 27-195 of the Broward County Code is 10 NTUs for both discharges to surface and ground water.
  - Applications submitted electronically through the ePermits system must include the digital seal of the appropriate licensed professional.
  - For large projects with multiple areas where dewatering will be performed that include multiple calculations of the Dewatering Radius of Influence, please make sure that it is clearly stated which areas match with which calculation.

**Keywords** Contaminated Sites, Dewatering



## Environmental Resource License

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>         | Environmental Resource License                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Application Links</b>   | <ul style="list-style-type: none"> <li>• <a href="#">View Application</a></li> <li>• <a href="#">Apply Online</a></li> <li>• <a href="#">Fee Schedule</a> (follow link &amp; click on Aquatic and Wetland Resources Fee Schedule)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Service Agency</b>      | Environmental Permitting Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Contact Info</b>        | 954-519-1454, Linda Sunderland, <a href="mailto:lsunderland@broward.org">lsunderland@broward.org</a><br><a href="mailto:AWRLicense@broward.org">AWRLicense@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Instructions</b>        | <p>Any activity in, on or under water or wetlands of Broward County requires a license.</p> <p><a href="#">ePermits User Guide</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Other Requirements</b>  | <p>Permits may also be required from the Florida Department of Environmental Protection, the South Florida Water Management District and/or the US Army Corp of Engineers based on the scope of the proposed project.</p> <p>Broward County has a delegation agreement with FDEP &amp; SFWMD to issue Environmental Resource Permits (<a href="#">Environmental Resource Permit Application</a>) in some areas of Broward County. Jurisdiction excludes areas within independent water control districts.</p> <p>Broward County also has a delegation agreement with the USACOE to issue State Programmatic General Permits (SPGP VI-R1) for projects meeting the permit criteria and not on Sovereign Submerged Lands. SPGP checklists must be submitted with the SPGP request.</p> |
| <b>Permit Required For</b> | Environmental Resource License: Docks over 500 square feet over water as measured from seawall wet face, dredging or filling with more than 20 cubic yards of material, installation of new boat slips, impacts to wetlands and other projects with impacts to surface waters or wetlands.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Process</b>       | Environmental Resource License: reviewed within 30 days of submittal. Additional information may be requested.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Tips to Avoid Delays</b> | Read the application carefully and submit all requested documentation with your application. Be sure to include a narrative describing the project and dimensions for all structures over water (including seawall caps, floating vessel platforms, jet ski lifts, etc.).                                                                                                                                                                                                                                                                                                                                                    |
| <b>Keywords</b>             | Aquatic Resources, Boat Davits, Boatlifts, Canal, Docks, Dredge, Dredging, Dry Stack, Environmental Resource License, Environmental Resource Permit, ERL, ERP, Excavation, Fill, Filling, Filling or Creating Surface Water, Jet Ski Lifts, Lake Filling, Manatee Protection Plan, Mangroves, Mangrove Alteration, Mangrove Trimming or Removal, Marina, Marine Facility Operating License, MFOL, Mitigation, MPP, New Slips, Pilings, Pond, Reconfiguration, Riprap, Seagrass, Seawalls, Shoreline Stabilization, Site Development, SPGP, State Programmatic General Permits, Submerged Vegetation, Wetlands, Floating Dock |





**Permit  
Required For**

Docks less than 500 square feet over water as measured from seawall wet face, installation of boatlifts or floating vessel platforms, dredging or filling of less than 20 cubic yards of material and other projects with no impacts to natural resources.

**Permit Process**

General Environmental Resource License applications are reviewed and issued within 10 days of submittal if application is complete.

**Tips to Avoid  
Delays**

Read the application carefully and submit all requested documentation with your application. Be sure to include a narrative describing the project and dimensions for all structures over water (including seawall caps, floating vessel platforms, jet ski lifts, etc.).

**Keywords**

Aquatic Resources, Batter Piles, Boat Davits, Boatlifts, Canal, Docks, Dredge, Dredging, Environmental Resource License General, Environmental Resource Permit, ERP, Excavation, Fill, Filling, Filling or Creating Surface Water, Floating Vessel Platforms, General License, Jet Ski Lifts, Lake, Lake Filling, Mooring Piles, Pilings, Pond, Reconfiguration, Seawalls, Seawall Cap, Site Development, SPGP, State ERP Exemption Verification, State Programmatic General Permits, Floating Dock



## Hazardous Material Management Facility License (HMMF License)

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type Application Links</b> | <p>Hazardous Material Management Facility License (HMMF License)</p> <ul style="list-style-type: none"> <li>• <a href="#">View Application</a></li> <li>• <a href="#">Apply Online</a></li> <li>• <a href="#">Renew Online</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Service Agency Contact Info</b>   | <p>Environmental Permitting Division</p> <p>If you have questions or need help with your hazardous materials license, contact us at the number assigned for your zip code or <a href="#">email</a> us.</p> <ul style="list-style-type: none"> <li>• 33004-33029 &amp; 33060-33062, BP (Automated Petroleum), Government (except Cities) – Bret Maxwell 954-519-0308</li> <li>• 33063-33076 &amp; 33301 CVS Verizon, New Cingular (AT&amp;T) – Valerie Phipps 954-519-1203</li> <li>• 33304-33315, Cities, Tire Kingdom, FCE (First Coast Energy) – Johanna Polycart 954-519-1269</li> <li>• 33316-33442, Broward College, Publix, 7-Eleven/Speedway, School Board – Andrea Gibbs 954-519-1485</li> </ul>                                                                                                            |
| <b>Instructions</b>                  | <p>Apply online through <a href="#">ePermits</a> (preferred) or mail a completed application to the address indicated on the form. Before you can access the online application, you will need to have a user-id and password. If you do not have a user-id, then you will need to register for an account.</p> <p>Once signed in, select “Submit Application” on left side of screen. Select “Hazardous Material Management Facility License” from the drop-down list of permits. Fees are based on the type of operation and number of employees handling hazardous materials. Review the <a href="#">Fee Schedule</a> for category &amp; fee or contact us. Applications for new licenses should be submitted no sooner than thirty (30) days prior to when the hazardous materials will be brought on-site.</p> |



ePermits User Guide**Other Requirements**

If applying for a license for a Significant Environmental Impact Facility, you may be required to provide public notices. For more information, contact us.

**Permit Required For**

A HMMF License is required for a business that uses, stores, handles, and/or generates twenty-five (25) gallons or more of hazardous materials (all total) within a month. In addition, a Hazardous Material Management Facility License may be required if a business is located within a wellfield zone of influence and uses, stores, handles, and/or produces regulated substances.

**Permit Process**

Applications are generally processed by licensing staff within five (5) business days of receipt. For applications submitted online, the applicant will be notified via email when the fee is available to be paid online or if additional information or documentation is required. For applications submitted in the mail, the applicant will be notified via email and/or mail if additional fees are due or if additional information or documentation is required. The HMMF License will be issued after the original inspection has been completed and after the license has been approved. Original inspections are generally completed within thirty (30) days of scheduling.

**Tips to Avoid Delays**

- Hazardous Material (HMMF) application form or ePermit submittal must indicate complete/correct contact information (i.e., email address, phone number, address)
- Pay the required fees
- Follow up with the License Coordinator if the Applicant does not have a scheduled original inspection date after 30 days of completed HMMF application submittal.

**Keywords**

Hazardous Material Management Facility License, Hazardous Materials, Regulated Substances

## Hazardous Material Transfer Facility License

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>         | Hazardous Material Transfer Facility License                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Application Links</b>   | <ul style="list-style-type: none"> <li>• <a href="#">Apply Online</a></li> <li>• <a href="#">County License Fee Schedule</a> (Click Waste Regulation Program and then Fee Schedule for "Licenses for sludge, discarded hazardous material and biomedical waste transfer stations") All fees are due upon submittal of the application.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Service Agency</b>      | Environmental Permitting Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Contact Info</b>        | 954-519-1245<br>954-519-1461<br><a href="mailto:wastetransporters@broward.org">wastetransporters@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Instructions</b>        | <a href="#">Application ePermit Instructions</a><br><br><a href="#">ePermits User Guide</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Other Requirements</b>  | Depending on the scope of the project, other County facilities may also require licensing to proceed. Most frequently, this includes the Surface Water Management Program. For transfer of ownership an <a href="#">Application to Transfer a Hazardous Material Transfer Facility License</a> is required. <a href="#">Additional Applications and Forms for Facilities</a> may be required by the State of Florida. Relevant Code Sections: <a href="#">Chapter 27 Article XII. – Hazardous Material</a> . <b>Public Notice:</b> If you are applying for a license to construct, operate or make a major modification to a Hazardous Material Transfer Facility, you may be required to provide public notices. |
| <b>Permit Required For</b> | A Hazardous Material Transfer Facility is any site, location area, or facility which has as its primary purpose the storage, holding, or processing of discarded hazardous material, sludge, or biomedical waste, prior to or during transport to a processing or disposal facility. Excluded from this definition are industrial wastewater treatment systems and industrial wastewater basins.                                                                                                                                                                                                                                                                                                                  |

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Process</b>       | For new facilities, or major modifications to existing facilities, we advise facility managers request a pre-application meeting with our program <a href="#">via email</a> , specifying the scope and location of the operations. Once the application is submitted and the fee is paid, Broward County has 30 days to either issue the license or issue a Request for Additional Information. Applications may be issued as quickly as 2 weeks for renewal applications, and as many as 90 days or more for new facilities, depending on how thoroughly the applicant completes their application. |
| <b>Tips to Avoid Delays</b> | <ul style="list-style-type: none"> <li>• Make sure the application is signed by the owner/operator or by an authorized agent. A letter of authorization is required for applications signed by authorized agents.</li> <li>• Review Licensing Requirements and gather required documents before applying.</li> <li>• Make sure to upload all Plans- Operational/Maintenance, Spill Contingency/Emergency, and Engineering/Site Plan.</li> <li>• Upload all authorization letters and contracts for waste disposal and other regulatory licenses or permits.</li> </ul>                               |
| <b>Keywords</b>             | Biomedical Waste Transfer Facility, Hazardous Materials Transfer Facility, Hazardous Materials Transfer Station, Holding, Processing Facility, Sludge Transfer / Storage / Disposal Facility (TSDF), Transfer Station                                                                                                                                                                                                                                                                                                                                                                                |

## Marine Facility Operating License (MFOL) Renewal

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>        | Marine Facility Operating License (MFOL) Renewal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Application Links</b>  | <ul style="list-style-type: none"> <li>• <a href="#">Renew Online</a> (Annual Renewals)</li> <li>• Download <a href="#">Environmental Resource License Application (ERL)</a> (Applications for new Marine Facilities or modifications to existing Facilities), or <a href="#">Apply Online</a></li> <li>• <a href="#">Transfer Application</a> (Transfer of Marine Facility Ownership)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Service Agency</b>     | Natural Resources Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Contact Info</b>       | 954-519-1471, <a href="mailto:manatee@broward.org">manatee@broward.org</a><br>visit <a href="http://www.broward.org/manatees">www.broward.org/manatees</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Instructions</b>       | <p>Annual license renewals are due by October 1st. <b>Note:</b> You can pay online after applying or renewing online at <a href="http://www.broward.org/epermits">www.broward.org/epermits</a>, selecting pay fees, and searching for ePermit I.D. or project name. You can also submit a check (made payable to: <b>Broward County Board of County Commissioners</b>) by mail to:<br/>Natural Resources Division<br/>Attn. MFOL Program<br/>115 S. Andrews Ave., Room 329 H<br/>Fort Lauderdale, FL 33301</p> <p>If you are requesting new boat slips or to reconfigure an existing marina, please submit the ERL application above. Provide your MFOLxx-xxxx number and upload documents as noted for submittal.</p> <p><a href="#">ePermits User Guide</a></p> |
| <b>Other Requirements</b> | <p>For new construction or reconfiguration of slips, an Environmental Resource License is required prior to the issuance of a Marine Facility Operating License. Your municipality may still require the Environmental Review Approval. A transfer application is also needed if you are the new property owner.</p> <p>To update contact information for an individual or property management group responsible for annual payments, please email <a href="mailto:manatee@broward.org">manatee@broward.org</a> with the MFOLXX-XXXX number and the new contact information.</p>                                                                                                                                                                                  |

**Broward.org/ePermits**





ePermits One Stop

**ePermits OneStop**

**Keywords** | Industrial Discharge, Industrial Wastewater, NDD License, Non-Domestic Direct Discharge License, Non-Domestic Wastewater



## Notice of Commencement (NOC)

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>         | Notice of Commencement (NOC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Application Links</b>   | <ul style="list-style-type: none"> <li><a href="#">Notice of Commencement Form</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Service Agency</b>      | Records, Taxes and Treasury Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Contact Info</b>        | 954-831-4000<br><a href="mailto:records@broward.org">records@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Instructions</b>        | <a href="#">Instructions Website</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Other Requirements</b>  | Other requirements are project dependent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Permit Required For</b> | <ul style="list-style-type: none"> <li>In accordance with Section <a href="#">713.13</a> of the Florida Statutes, a Notice of Commencement is required for the construction of, improvements to, alteration of, or repair of real property. The Notice of Commencement must be recorded with Broward County Records, Taxes and Treasury Division, or in the office of the clerk where the real property is located.</li> <li>A NOC <u>is</u> required to be submitted when the total contract price is greater than \$5,000.00. A recorded copy of the NOC can be submitted with the permit application or made available on the job site during your first inspection.</li> <li>A Notice of Commencement is <u>not</u> required for the repair or replacement of an existing heating or air-conditioning system in an amount less than \$15,000.</li> <li>A NOC is <u>not</u> required on properties owned by Broward County.</li> </ul> |
| <b>Permit Process</b>      | <p>There are 3 ways to obtain an NOC:</p> <ol style="list-style-type: none"> <li>In person at the County recording office:<br/>Broward County Government Center, Room 114<br/>115 S. Andrews Ave.<br/>Fort Lauderdale, FL 33315</li> <li>Through the mail:<br/>Broward County Records, Taxes, and Treasury Division<br/>ATTN: Recording Section</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Broward County Governmental Center, Room 114  
115 S. Andrews Ave.  
Fort Lauderdale, FL 33315

3. Electronically: Please check with the city building department to see if they are offering electronic submission service. If not, you will need to visit the office or mail the NOC form in. If you are a high volume business that submits many Notice of Commencements, you may be eligible to sign up with an eRecord vendor to have them electronically submitted and recorded.

Once an NOC is recorded it is available to be certified and downloaded from the County Records Website. To buy a certified copy on [the website](#), search for the Notice of Commencement and place it in the cart. Open the cart and select how many copies you want and click update for the cart. Copy fees are \$1.00 per page and \$2.00 to certify the copy. Proceed to check out and pay with credit card. You will receive an email with a link to download the eCertified copies once the payment is complete. You can print or save the copies to your computer.

**Tips to Avoid Delays**

- Notice of Commencement form must be the original document signed and notarized. Photocopies are not allowed.
- On the Notice of Commencement form, lines 1 through 4 need to be filled out prior to submitting for Recording.
- If mailing the Notice of Commencement form in, please provide a return envelope.

**Keywords**

Alteration, Construction, Notice of Commencement, Real Property, Repair



## Right-of-Way Plan Review / Permit, Broward County

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>        | Right-of-Way Plan Review / Permit, Broward County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Application Links</b>  | See below for Plan Review / Permit application requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Service Agency</b>     | Highway Construction and Engineering Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Contact Info</b>       | 954-577-4598, <a href="mailto:HCEDPermit@broward.org">HCEDPermit@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Instructions</b>       | <ol style="list-style-type: none"> <li><b>Gather Required Documents</b> <ul style="list-style-type: none"> <li><b>Plans</b> – Utility, Driveway and Miscellaneous: Do not include Maintenance of Traffic Plan</li> <li><b>Contractor's License</b></li> <li><b>Certificate of Liability Insurance</b> – “Broward County Board of County Commissioners” as certificate holder</li> </ul> </li> <li><b>Fill Out <a href="#">Permit Application</a></b>: For all plans other than Utility, Driveway and Miscellaneous, complete and submit a Plan Review Application prior to filling out a permit application.</li> <li><b>Apply and submit the Permit Application <a href="#">online</a> or email: <a href="mailto:HCEDPermit@broward.org">HCEDPermit@broward.org</a></b></li> </ol> <p><a href="#">ePermits User Guide</a></p>                                                         |
| <b>Other Requirements</b> | <p><b>Plan Review Requirements:</b> Prior to receiving a permit for construction, the project undergoes a plan review to ensure the Broward County Minimum Standards are achieved.</p> <p><b>Plan Review:</b></p> <ol style="list-style-type: none"> <li>Prepare required documents for submittal <ul style="list-style-type: none"> <li><b>Cover Letter</b> – brief description of submittal documents and scope of work</li> <li><b>Plans</b> – Paving &amp; Drainage, Water &amp; Sewer, and Landscaping</li> <li><b>Survey</b> – a survey prepared by a land surveyor registered in the State of Florida</li> <li><b><a href="#">Checklist</a></b> – HCED Paving and Drainage plan submittal checklist</li> <li><b><a href="#">Cost Estimate</a></b> – for work within County right-of-way</li> </ul> </li> <li>Fill out <b><a href="#">Plan Review Application</a></b></li> </ol> |







**Relevant State and County Codes:** Code Sections: [Chapter 27 Article VI. - Solid Waste](#) and [FAC 62-701 – Solid Waste Management Facilities](#).

**Public Notice:** If you are applying for a license to construct, operate or make a major modification to a Solid Waste Management Facility, you may be required to provide public notices. This process notifies the public of an Application for a Significant Environmental Impact Facility, which requires Licensing. Following the Application process, a subsequent notice is distributed once license review is complete and a comment period ensues.

**Operations Requirement:** [Waste Processing Facility Monthly Report](#) (PDF)

#### Permit Required For

A Solid Waste Management permit is required to construct, operate, modify, or close any of the following: landfills, solid waste disposal areas, borrow pit reclamation areas, construction and demolition debris disposal area, compost areas, material recovery areas, volume reduction plants, transfer stations, waste tire processing or collection area, or other facility, the purpose of which is recovery, disposal, recycling, depositing, processing, or storage of solid waste and fill material. The term does not include recovered materials processing facilities.

#### Permit Process

- For new facilities, or major modifications to existing facilities, we advise applicants to request a pre-application meeting with our program [via email](#), specifying the scope and location of the operations.
- [Applications](#) must be submitted [online through ePermits](#).
- The fee will be payable online via ePermits within 5 business days of submitting the application. You will receive an email with additional instructions after submitting your application.
- Once the application is submitted and the fee is paid, Broward County has 30 days to either issue the license or issue a Request for Additional Information.



**Tips to Avoid  
Delays**

- Applications may be issued as quickly as 2 weeks for license renewals, and as many as 90 days or more for new facilities, depending on how thoroughly the applicant completes their application.
- Request a pre-application meeting.
- Include all required documents (Zoning Letter, Financial Assurance, etc.).

**Keywords**

Agricultural Waste, Analysis, Ash, Borrow Pit, Clean Wood, Closure, Collection Systems, Commercial Waste, Construction and Demolition Debris, Gas Control Systems, Groundwater Sampling, Gypsum, Household Waste, Incinerator By-Pass, Land Fill, Landfill, Leachate, Monitoring Wells, MRF, Objectionable Odors, Prohibited Materials, Recovered Screen Material, Recyclable Material, Residual Waste, RSM, Sargassum, Seaweed, Sludge, Solid Waste, SOPF, Source-Separated Organics Processing Facility, Transfer Station, Trash, Vegetative Debris, Vegetative Waste, Waste Processing, Waste Production, Waste Receiving, Waste Tire, Waste Tire Piles, Yard Trash

## Storage Tank Facility License

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>       | Storage Tank Facility License                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Application Links</b> | <ul style="list-style-type: none"> <li>• <a href="#">View Application</a></li> <li>• <a href="#">Apply Online</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Service Agency</b>    | Environmental Permitting Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Contact Info</b>      | 954-519-1483<br><a href="mailto:P2Licensing@broward.org">P2Licensing@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Instructions</b>      | <p>All New Storage Tank Facility License or Tank Modification Applications should be submitted through <a href="#">ePermits</a>. Before you can access the online application, you will need to have a user-id and password. If you do not have a user-id, then you will need to register for an account.</p> <p>Once signed in, select “Submit Application” on left side of screen. Select “Storage Tank Facility License” from the drop-down list of permits. Select “New” if applying for a new Storage Tank Facility License, or select “Modification” if the business already has an existing Storage Tank Facility License and you are applying for a license modification. If applying for a Modification, enter the License number to modify (i.e., ST-55555-20).</p> <p>Continue entering the requested information when prompted while completing the online application.</p> <p>Engineering plans signed and sealed by a Professional Engineer (P.E.) licensed in the state of Florida are required. <b>Review Engineering Plans requirements.</b> Upload the engineering plans when prompted. If uploaded plans are not digitally sealed by the Florida P.E., then the ePermits electronic signature document (SHA-1 Report) must be generated, signed, sealed by the P.E., and uploaded to the application pursuant to <a href="#">61G15-23 F.A.C.</a></p> <p>The application must be signed by the owner/operator or by an authorized agent. A letter of authorization is required for applications signed by authorized agents. A Pollutant Storage System Contractor (PSSC) signature is required for construction/modification activities involving underground storage tank</p> |





systems. If applicable, an email will be sent to other parties notifying them that they need to electronically sign the application.

The fee will be available to be paid online once Licensing staff has processed the online application. Review the [Storage Tank Fee Schedule](#) or contact us at the above Contact Info. The applicant and related parties will receive an email when the fee is available to be paid online.

[ePermits User Guide](#)

**Other Requirements**

Certain [State of Florida](#) registration and reporting requirements may also apply. If you are applying for a license to construct, operate, or make a major modification to a Significant Environmental Impact Facility, you may be required to provide public notices. For more information, contact us at the above Contact.

**Permit Required For**

A Storage Tank Facility License/Permit is required prior to building, erecting, operating, modifying, replacing, or closing any storage tank system for storing hazardous materials.

**Permit Process**

Applications are generally processed by licensing staff within one (1) business day of receipt. The applicant and related parties will be notified by email when the fee is available to be paid online or if additional information or documentation is required. The application will not be considered complete until all fees have been paid, engineering plans have been uploaded, and all parties have signed the application.

Once the application is complete, an engineer will review the submittal for technical sufficiency. You may email [John Sainval](#) or call 954-519-1229, or email [Valerie Phipps](#) or call 954-519-1203, or email [Brenda Rivera](#) or call 954-519-1432 for further information.

**Tips to Avoid Delays**

- Ensure submitted storage tanks engineering drawings and documents are digitally signed and sealed by a Florida Licensed Professional Engineer (P.E) or a SHA-1 report must be provided with the electronically signed documents.
- An authorization letter must be provided from the company's authorized agent or representative if the Owner/Operator does not sign the application.
- Facility name and address must have the same information on the Florida Department of Environmental Protection (FDEP) registration, Storage Tank application and plans.
- Pay the required fees.

ePermits One Stop

**ePermits OneStop**

- Ensure the Storage Tank application form be completed and signed by the responsible parties.

**Keywords** Aboveground, AST, Hazardous Materials, Petroleum, Piping, Regulated Substances, Storage Tank Facility License, Underground, UST



## Surface Water Management

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>          | Surface Water Management                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Application Links</b>    | <ul style="list-style-type: none"> <li>• <a href="#">View Application</a></li> <li>• <a href="#">Apply Online and Upload Documents</a></li> </ul>                                                                                                                                                                                                                                                                              |
| <b>Service Agency</b>       | Environmental Permitting Division                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Contact Info</b>         | 954-519-1483<br><a href="mailto:SWMLicense@broward.org">SWMLicense@broward.org</a>                                                                                                                                                                                                                                                                                                                                             |
| <b>Instructions</b>         | <a href="#">Checklist for Surface Water Management License Application</a><br><br><a href="#">ePermits User Guide</a>                                                                                                                                                                                                                                                                                                          |
| <b>Other Requirements</b>   | <p>Broward County has a delegation agreement with SFWMD requiring an <b>Environmental Resource Permit (ERP)</b> for projects with 10 acres of total land area and/or 2 acres of impervious surfaces (<a href="#">Environmental Resource Permit Application</a>).</p> <p>An <b>Environmental Review Approval</b> is required prior to the issuance of a building permit by the County or any municipal building department.</p> |
| <b>Permit Required For</b>  | A Broward County Surface Water Management License is required prior to activities that alter the flow of surface water (i.e. construction of impervious surfaces, paving, grading, and drainage). Jurisdiction is entire County excluding areas within independent water control districts.                                                                                                                                    |
| <b>Permit Process</b>       | Surface Water Management License applications are processed within thirty (30) days after receipt of an application.                                                                                                                                                                                                                                                                                                           |
| <b>Tips to Avoid Delays</b> | <ul style="list-style-type: none"> <li>• Consultants are encouraged to contact our office to set up a pre-application meeting to go over the requirements.</li> <li>• Submit complete package (see checklist) for review.</li> </ul>                                                                                                                                                                                           |
| <b>Keywords</b>             | Asphalt Driveway, Concrete Sidewalks, Development, Drainage, Drainage Wells, Dry Retention, Environmental Resource Permit, ERP, Exfiltration Trench, Flooding, Grading, Groundwater, Lake, Parking Lots, Pavement, Paving, Piping, Pond, Pump Stations, Rain, Rainwater Roof Leader, Site Development, Slabs, Storm Drain, Swale, SWM, Underground Storage, Wet Detention                                                      |

## Tree Removal License

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>          | Tree Removal License                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Application Links</b>    | <ul style="list-style-type: none"> <li>• <a href="#">View Application</a></li> <li>• <a href="#">Apply Online</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Service Agency</b>       | Environmental Permitting Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Contact Info</b>         | 954-519-1483<br><a href="mailto:Tree@broward.org">Tree@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Instructions</b>         | <a href="#">Information, instructions and fee schedule</a><br><br><a href="#">ePermits User Guide</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Other Requirements</b>   | Permits are not required to prune a tree, but all pruning must be done in accordance with Broward County Code and ANSI pruning standards. For information on code requirements or ANSI standards please contact us at 954-519-1483 or <a href="mailto:Tree@broward.org">Tree@broward.org</a> . Also, always check with your municipality to determine if they have any additional requirements regarding tree removal or relocation.                                                                                                                                                                                                                                                                                                                                                         |
| <b>Permit Required For</b>  | A permit is required prior to removal or relocation of any trees within properties owned by Broward County and the Broward County School Board, environmentally designated properties (i.e. LAPC, NRA's), Unincorporated Broward County and the cities of Hillsboro Beach, Lauderdale By the Sea, Lauderdale Lakes, Lazy Lake, Lighthouse Point, North Lauderdale, Pembroke Park, and Wilton Manors.                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Permit Process</b>       | In addition to the application and fee, a tree disposition plan is required showing what trees are proposed be relocated or removed. A landscape or planting plan will be required for any trees approved for relocation or removal. The review process generally involves a field inspection to determine if the application complies with tree removal, tree relocation and tree replacement criteria as specified in the code. If all the criteria have been met a Tree Removal License can be issued. The length of the review process depends on the number of trees proposed for removal or relocation, and the completeness of the information provided by the applicant. All applications will be reviewed within 30 days of submittal, and additional information may be requested. |
| <b>Tips to Avoid Delays</b> | <ul style="list-style-type: none"> <li>• Have the applicant/property owner, and if applicable, the authorized agent sign the application prior to submittal.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

- Make sure to list the property owner as the applicant (not the agent).
- Provide owner's signature on the application or upload a signed letter showing proof of authorization if the agent is acting on behalf of the applicant/property owner.
- Submit required plans/documents with the application (survey, site plan, tree disposition, and tree replacement).
- Provide specifications including number of trees, species, diameter breast height, height, spread/radius, and locations.
- When additional information is requested, please provide a complete response within sixty (60) days of initial request.

**Keywords** Clearing and Grubbing, Demolition, Forest, Landscaping, Pruning, Site Development, Tree Preservation, Tree Relocation, Tree Removal, Trimming



## Waste Transporter License

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>        | Waste Transporter License                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Application Links</b>  | <ul style="list-style-type: none"> <li>• <a href="#">View Application</a>: This application can be used for New Licenses, Renewals, and Modifications. <b>Waste Transporter licenses are not transferrable. Any new owner will need to apply for a new license.</b></li> <li>• <a href="#">Monthly Report</a>: This Monthly Report form must be completed and submitted even if no waste was hauled for the month. The report must be submitted by the 15th of the following month (e.g., June report due by July 15th). <b>We strongly encourage completing monthly reports and paying fees using ePermits.</b></li> </ul>                                                                                                                                                 |
| <b>Service Agency</b>     | Environmental Permitting Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Contact Info</b>       | 954-519-1245<br>954-519-1461<br><a href="mailto:wastetransporters@broward.org">wastetransporters@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Instructions</b>       | <p><a href="#">License ePermit Instructions</a>: Applicants may apply for a new license, renew an existing license, or modify an existing license using ePermits including paying fees via credit card or eCheck.</p> <p><a href="#">Monthly Report ePermit Instructions</a>: Customers may file Monthly Reports using ePermits including paying fees via credit card or eCheck.</p> <p><a href="#">ePermits User Guide</a></p>                                                                                                                                                                                                                                                                                                                                             |
| <b>Other Requirements</b> | <p>Applications must include the following where applicable:</p> <ul style="list-style-type: none"> <li>• <b>All Applicants</b>: Submit a copy of the vehicle inspection(s) demonstrating compliance with state and federal regulations. Transporters of Septic Waste, Portable Toilet Waste, and Biomedical Waste are required to submit a copy of the vehicle inspection(s) from the Florida Department of Health.</li> <li>• <b>All Businesses</b>: Must be registered with the State of Florida Division of Corporations to be issued a Waste Transporter License.</li> <li>• <b>Applicants signing on behalf of the Company Officer</b>: Submit a Letter of Authorization signed by an officer of the company, stating that you may sign on his/her behalf.</li> </ul> |



• **Haulers of Septic and Portable Toilets Waste:** Submit a copy of the Operating Permit for either Septage Disposal Service (septic) or Temporary Tank Service (portable toilets) issued by the Florida Department of Health.

• **Haulers of RCRA Hazardous Waste:** Submit a copy of the Hazardous Waste Transporter Certificate of Approval issued by the Florida Department of Environmental Protection.

• **Haulers of Biomedical Waste:** Submit a copy of the Biomedical Waste Transporter Registration issued by the Florida Department of Health.

• **Haulers of Used Oil:** Submit a copy of the Used Oil Transporter Registration issued by the Florida Department of Environmental Protection.

**Permit  
Required For**

Any Waste Transport activities for Sludges, Discarded Hazardous materials, and Biomedical Waste transporting to, from, and within Broward County. Please refer to [Broward County Code of Ordinance Chapter 27 Article XVII](#) for details regarding Waste Transportation regulations in Broward County.

**Permit Process**

For New Licenses and Modification Applications, a response will generally be received within 7 days. For Renewal Applications, a response will generally be received within 30 days. The following factors may affect these estimated turnaround times:

- 1) Prior communication with regulatory staff
- 2) The completeness of the application including all requested documents shown above
- 3) The number and accuracy of the vehicles/containers inventory to be licensed
- 4) The waste types being applied for

Once the application has been processed, you will receive an email with the approval and attached license and/or inventory. Following electronic delivery, a hard copy of your license, inventory, decals, and/or expiration stickers will be mailed out the following business day. Should you wish to pick up the hard copy in person from our Plantation office, please contact the Waste Transporter Licensing Program at [wastetransporters@broward.org](mailto:wastetransporters@broward.org).

**Tips to Avoid  
Delays**

- Include prior communication with regulatory staff.
- Ensure application is completely filled out, including all requested documents shown above.

- Include an accurate number and inventory of the vehicles/containers to be licensed.

**Keywords** Biomedical Waste Hauler License, Hauling License, Industrial Hauler License, Liquid Waste Hauler License, Medical Waste Hauler License, Medical Waste Transport, Sludge Hauler License, Transporter License, Waste Hauler License, Waste Transport, Waste Transporter License



## Wastewater Construction

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>          | Wastewater Construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Application Links</b>    | <ul style="list-style-type: none"> <li>• <a href="#">View Application</a></li> <li>• <a href="#">View State Application</a></li> <li>• <a href="#">Apply Online</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Service Agency</b>       | Environmental Permitting Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Contact Info</b>         | 954-519-1483<br><a href="mailto:WWLicense@broward.org">WWLicense@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Instructions</b>         | <a href="#">Guide for Consulting Engineers: How to Apply for a Domestic Wastewater Collection/Transmission System Construction License</a><br><br><a href="#">ePermits User Guide</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Other Requirements</b>   | Approvals from wastewater utilities and wastewater treatment plants are required prior to submittal to EPD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Permit Required For</b>  | A permit/license is required for the construction, extension or alteration of a reuse distribution system or a sanitary sewer collection/transmission system including manhole, gravity sewer main, force main, pump station, and vacuum sewer system.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Permit Process</b>       | EPD shall review the application and shall request submittal of additional information within thirty (30) days after receipt of an application for a license and the correct processing fee pursuant to Section 27-199 of the Broward County Code of Ordinances and the Rule 62-4.055, F.A.C.                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Tips to Avoid Delays</b> | <ul style="list-style-type: none"> <li>• Ensure all necessary application signatures (applicant, utilities, WWTP, engineer) are obtained on the BC and DEP applications prior to submittal.</li> <li>• Ensure all documents requiring signature and seal of an engineer are properly digitally or electronically signed and sealed in accordance with <a href="#">F.A.C. 61G15-23</a> requirements.</li> <li>• Make sure applications are fully completed and that the project is qualified for a General Permit.<br/>Only publicly maintained systems in which all applicable standards are met qualify for General Permits. All other projects must apply for Individual Permits.</li> </ul> |

- Provide complete engineering report for lift stations including manufacturer's cut sheet, system curve, and pump specs.
- Respond as soon as possible to requests for information (RFIs).
- Make sure there are no inadequacies in the downstream sewer conveyance system.

**Keywords** Access Portal, Air Release Valve, ARV, Collection Systems, Conflict Structure, Domestic, Force Main, Gravity, Grinder, Interceptor, Interconnect, Lift Stations, Manhole, Overflow, Pump, Pump Stations, Reclaimed, Reuse, Sanitary, Sewage, Sewer, Submersible Pump, Underground, Utility, Vacuum, Valve Pit, Wastewater, Wastewater Construction, Wet Well





## Wastewater Treatment Plant Operating License

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>          | Wastewater Treatment Plant Operating License                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Application Links</b>    | <ul style="list-style-type: none"> <li>• <a href="#">Apply Online</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Service Agency</b>       | Environmental Permitting Division                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Contact Info</b>         | 954-519-1483<br><a href="mailto:WWLicense@broward.org">WWLicense@broward.org</a>                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Instructions</b>         | <p>Fill out the renewal application through the ePermits portal and provide all relevant information. Then the appropriate operating license fee (\$3,250.00) must be paid as referenced in <a href="#">Section 27-201(a)(5) of the Broward County Code of Ordinances</a>.</p> <p><a href="#">Guide for Consulting Engineers: How to Apply for a Domestic Wastewater Collection/Transmission System Construction License</a></p> <p><a href="#">ePermits User Guide</a></p> |
| <b>Other Requirements</b>   | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Permit Required For</b>  | All wastewater treatment plants (WWTP) are required to submit their operating license renewal applications by the 1st day of May of every year.                                                                                                                                                                                                                                                                                                                             |
| <b>Permit Process</b>       | Usually, WWTP operating licenses are issued within the month of June or July as all of them are expired on the 30th day of June of every year.                                                                                                                                                                                                                                                                                                                              |
| <b>Tips to Avoid Delays</b> | <ul style="list-style-type: none"> <li>• Failing to upload all the necessary information such as synopsis of maintenance and operation, flow measurement device certification of calibration, etc.</li> <li>• Omission of the updated emergency contact form for the wastewater treatment facilities.</li> </ul>                                                                                                                                                            |

- Failing to upload Capacity Analysis Report (CAR) and Reclaimed Water/Effluent Analysis Report for the wastewater treatment facilities when such documents are required.
- Providing inconsistent information for the WWTP renewal period.
- Late payment of the WWTP renewal fee due to complex accounting process in some cities or WWTP operating entities.

**Keywords** Annual, License, Operating, Operation, Renew, Renewal, Treatment, Wastewater Operating License, WWTP

## Water and Wastewater Services Utility Connection Permit

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>         | Water and Wastewater Services Utility Connection Permit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Application Links</b>   | A Utility Connection Permit is a four-part process (Plan Approval, Request for Permit, the Permit, and Release for Service). Each step has its own forms, procedures and instructions. Use the following webpage link to <a href="#">view applications, and access additional information and instructions</a> .                                                                                                                                                                                                                                                   |
| <b>Service Agency</b>      | Water and Wastewater Engineering Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Contact Info</b>        | <p>Margarita Jaramillo<br/>954-831-0944<br/><a href="mailto:mjaramillo@broward.org">mjaramillo@broward.org</a></p> <p>Luis Gaslonde<br/>954-831-0916<br/><a href="mailto:lgaslonde@broward.org">lgaslonde@broward.org</a></p>                                                                                                                                                                                                                                                                                                                                      |
| <b>Instructions</b>        | <p>The following webpage link provides <a href="#">Instructions for each of the four-steps</a> of obtaining a Utility Connection Permit. We encourage applicants to use the ePermit process. The following is a link to the <a href="#">Water and Wastewater Services ePermit User's Guide</a> which contains instructions on how to submit and retrieve documents electronically.</p> <p><a href="#">ePermits User Guide</a></p>                                                                                                                                  |
| <b>Other Requirements</b>  | Depending on the scope of the project, other reviews/approvals may be required by other agencies such as Environmental Review Approval, FDEP, or Wastewater Construction, to name a few.                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Permit Required For</b> | The Water and Wastewater Services (WWS) Utility Connection Permit process allows connection to or modification of its potable water, wastewater and/or reclaimed water systems. Installation or modification of water mains, fire protection double detector checks, fire hydrants, gravity sewer mains, force mains, lift stations, pump stations and sewer laterals almost always require a Utility Connection Permit. Installations or meter size change requests for domestic or irrigation water services up to 2 inches in size may be done by WWS without a |

permit. Please contact the Business Operations Division Meter Section at 954-831-3243 for confirmation.

**Permit Process**

After the acceptance of a complete application packet, staff will begin the plan review process with comments typically sent within 10 business days. Once comment resolution is completed, the process moves ahead to plan approval. The time it takes to reach plan approval can vary depending on project complexity and length of comment resolution. A pre-construction meeting is always required prior to the start of any construction covered by the permit. Once construction is completed, water and/or sewer service will not be released until the final inspection has been approved, and all close-out documentation required by the permit process is received by WWS in an approvable manner. Please see [instructions for each of the four-steps](#) for more information.

**Tips to Avoid Delays**

- Check to make sure there is no missing information on application or any missing required documentation. (Set up a pre-submittal meeting with staff to discuss project outline and go over required documents.)
- Make sure Engineering Plans meet all required WWS standards. (A PDF of the WWS standards can be downloaded from our website.)

**Keywords**

Construction, Fire Protection, Fire Service, Force Main, Gravity Sewer, Hydrants, Irrigation, Irrigation Service, Lift Stations, Potable Water, Pump Stations, Reclaim, Reclaimed, Reuse, Sewer, Sewer Lateral, Sewer Main, Sewer Service, Wastewater, Wastewater Service, Water, Water Main, Water Modifications, Water Service, WWS

## Wetland Delineation

|                             |                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit Type</b>          | Wetland Delineation                                                                                                                                                                                                                                                                                                                                                     |
| <b>Application Links</b>    | <ul style="list-style-type: none"> <li>• <a href="#">View Application</a></li> <li>• <a href="#">Apply Online</a></li> </ul>                                                                                                                                                                                                                                            |
| <b>Service Agency</b>       | Environmental Permitting Division                                                                                                                                                                                                                                                                                                                                       |
| <b>Contact Info</b>         | 954-519-1454<br>Linda Sunderland, <a href="mailto:lsunderland@broward.org">lsunderland@broward.org</a><br><a href="mailto:AWRLicense@broward.org">AWRLicense@broward.org</a>                                                                                                                                                                                            |
| <b>Instructions</b>         | Any activity in, on or underwater or wetlands of Broward County requires a license.<br><br><a href="#">ePermits User Guide</a>                                                                                                                                                                                                                                          |
| <b>Other Requirements</b>   | If wetlands are identified on the property, an Environmental Resource License or General Environmental Resource License will be required. Additional permits may also be required from the Florida Department of Environmental Protection, the South Florida Water Management District and/or the US Army Corp of Engineers based on the scope of the proposed project. |
| <b>Permit Required For</b>  | A wetland delineation is recommended prior to any site clearing, grubbing, or filling. Impacts to wetlands without a license is a violation of County Code.                                                                                                                                                                                                             |
| <b>Permit Process</b>       | Upon submittal of an application, a site inspection is scheduled within 7-10 days. The applicant will receive a written report of the findings with information regarding any license requirements.                                                                                                                                                                     |
| <b>Tips to Avoid Delays</b> | Read the application carefully and submit all requested documentation with your application. Provide clear proof of authority to request the inspection (deed, pending contract, trust documents, etc.).                                                                                                                                                                |
| <b>Keywords</b>             | Clearing and Grubbing, Delineation, Determination, Filling, Jurisdictional Determination, Site Development, Wetlands                                                                                                                                                                                                                                                    |