



Monroe County Building Department

Middle Keys/Main Office: 2798 Overseas Highway, Marathon, FL (305) 289-2501
 Lower Keys Office: 5503 College Rd., Key West, FL (305) 295-3990
 Upper Keys Offices: 102050 Overseas Hwy., Key Largo, FL (305) 453-8800
 11601 CR 905, Key Largo, FL (305) 453-8765

Permitting Process for Construction of Sewer Tie-In (One SF Residency) and/or Associated Electric

- **Obtain Abandonment Permit from Department of Health.**
 Please refer to the Florida Health Environmental Health Onsite Sewage webpage:
<http://www.floridahealth.gov/environmental-health/onsite-sewage/index.html>

- **Obtain construction permits from the Monroe County Building Department:**
 The Building Department issues a permit per Single Family residence/per real estate parcel.

	Sewer Tie-In with Grinder Pump ↓	Sewer Tie-In with Gravity ↓	Electric Associated with an KLWTD construction of Sewer Tie-In ↓
	See MONROE COUNTY Building Department Permitting Fees, Forms & Applications webpage for Application form (http://www.monroecounty-fl.gov/index.aspx?nid=160) Please be sure and complete page 2, checking the appropriate Job Detail Plumbing Sewer Lateral Tie In type.		
Application	(2) Applications: ■ Plumbing Sewer Tie-In (One SF RES) Total Cost = \$70 ■ Electric Sewer Tie In (One SF RES) Total Cost = No Charge NOTE: It is preferred that both applications are submitted at the same time so that they may be routed and issued if possible simultaneously.	(1) Application: ■ Plumbing Sewer Tie-In (One SF RES) Total Cost = \$70	(1) Application: ■ Electric Sewer Tie-In (One SF RES) Total Cost = \$70* *Real Estate parcels where a Plumbing Sewer Tie-In was never applied/issued by MONROE COUNTY Building Department.
Owner Builder Note:	Please be advised: Watch the 3 videos at FKAAs site (http://cudjoewastewater.com/) on home page click FAC tab, under the question "What are the property owner's responsibilities" click on link for homeowner-installation-assistance-videos. As you can see in the videos this is a complex job and should only be attempted by those with the skill and ability to successfully complete the project and pass the required inspections. If it's your intent to obtain an Owner Builder Permit for this work you will be required to fill out an Owner / Builder Affidavit, required by FS 489.103 that makes you aware of the requirements and possible liabilities of acting as a contractor and take a test with the Building Official.		

File Notice of Commencement (NOC)	A Notice of Commencement must be filed with Clerk of Court, and recorded copy submitted to Building Department <u>prior to first inspection</u> , if the job valuation is \$2,500 or more (FS Section 713.02(5)). (See MONROE COUNTY Building Department Permitting Fees, Forms & Applications webpage for forms and directions. (http://www.monroecounty-fl.gov/index.aspx?nid=160))		
Plan Review and Permit Issuance	Fast Track Service <i>IF</i> parcel <u>is not</u> affiliated with Species Focus Area (PRP) and/or Coastal Barrier Resources System (CBRS), which require additional state mandated reviews.	NONE - OVER THE COUNTER (Application and Issuance of permit) <i>IF</i> parcel <u>is not</u> affiliated with Species Focus Area (PRP) and/or Coastal Barrier Resources System (CBRS), which require additional state mandated reviews.	Fast Track Service <i>IF</i> parcel <u>is not</u> affiliated with Species Focus Area (PRP) and/or Coastal Barrier Resources System (CBRS), which require additional state mandated reviews.
	Building Permits will NOT be issued for work which involves the storage or processing of wastewater without either: <ul style="list-style-type: none"> • A Notice to Connect Approval to Proceed letter from FKA or KLWTD; <i>or</i> • If sewer service is not yet available, a fully executed Sewer Affidavit or DOH issued Holding Tank Permit. 		
Submit NOC to Building Dept.	Submit, directly to any office (Inspectors are not allowed to accept these types of documentation on site) either: Certified copy of recorded Notice of Commencement <i>or</i> A notarized statement from the owner of the property stating that a Notice of Commencement has been filed for recording to the Monroe County Clerk's Office for recording, along with a copy of the Notice of Commencement submitted for recording. (See MONROE COUNTY Building Department Permitting Fees, Forms & Applications webpage for forms and directions. http://www.monroecounty-fl.gov/index.aspx?nid=160)		
Begin Construction Obtain Inspections	Request Inspections using IVR system by calling 305- 295-5160. Please have ready your permit number, contractor id, and 3 digit inspection code. (See MONROE COUNTY Building Department Inspections webpage for forms and directions. http://www.monroecounty-fl.gov/index.aspx?nid=161)		
	Required Inspections performed in this order: 305 - Rough Electric 399 - Final Electric 610 - Sewer 699 - Final Plumbing	Required Inspections performed in this order: 610 - Sewer 699 - Final Plumbing	Required Inspections performed in this order: 305 - Rough Electric 399 - Final Electric

➤ **Return to DOH to obtain DOH Abandonment Inspection and Close Abandonment Permit**

➤ **Submit to MONROE COUNTY Building Department DOH Completed Abandonment Documentation to Close Monroe County permit(s).**

Submit Abandonment Documentation	After working with the DOH to have the Abandonment permit inspected and DOH Abandonment permit closed, you must submit to the MONROE COUNTY Building Department DOH documentation showing the Abandonment permit was closed. Plumbing Sewer Lateral Tie In and/or Electric Sewer Tie In building permits will remain OPEN until this documentation is submitted.
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Note:

Most single service connections from single family residences will permit system abandonment through the DOH. However, properties with a wastewater treatment plant currently permitted through FDEP or properties that require connections that are more complex than single service connection should consult the FDEP for additional permitting or plant abandonment requirements. Additional information may be found at the FDEP website:

<http://publicfiles.dep.state.fl.us/SDRO/WATER/ConnectionandAbandonmentBrochure.pdf>