



Monroe County Building Department

<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

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 Department Environmental Protection Onsite Sewage program webpage: <https://floridadep.gov/water/onsite-sewage/content/program-transfer>
- **Obtain construction permits from the Monroe County Building Department:**
The Building Department issues a permit per Single Family residence/per real estate parcel.

Application	Application: <ul style="list-style-type: none"> • (Residential) SEWER TIE IN PERMIT Total Cost = \$70
Owner Builder Note:	Please be advised: If it is your intent to obtain an Owner Builder Permit for this work you will be required to fill out and upload 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.
Plan Review and Permit Issuance	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 copy of the Abandonment Permit from the Department of Health • 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.
Notice of Commencement	A Notice of Commencement must be uploaded to the permit prior to first inspection , if the job valuation is \$2,500 or more (FS Section 713.02(5)). Upload the following: Certified copy of recorded Notice of Commencement from Monroe County Clerk's Office <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.
Begin Construction Obtain Inspections	Required Inspections performed in this order: 305 - Rough Electric (IF APPLICABLE) 399 - Final Electric (IF APPLICABLE) 610 - Sewer 699 - Final Plumbing

- **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 is closed, you must upload to the MONROE COUNTY Building Department the 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>