
APPENDIX 4: PERMIT CLEARANCE CHECKLIST

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- **Include the PI number, SR number and Folio number in the subject line of your email.**
- **Once received, we will verify with inspection that an initial Utility final inspection has been done.**
- **Prior to TCO /CO for a project you will be required to submit: a complete signed and sealed plan set with all pages included; the georeferenced AutoCAD drawings showing the as-built/record drawing conditions; and the final CAMs data forms. The information (plans, AutoCAD file, and CAMs data) shall be submitted to Utility Planning Records at RecordsW@HCFL.gov.**

DOH CLEARANCE

- ☐ Clearance permit application (filled out)
 - ☐ **The signature field and the name of the Owner's representative should be left blank. Leave the name, title, and phone number for the Utility Representative/Contact blank (as there is more than one person signing applications). The email address should be WRD-Permitting@hcfl.gov**
 - ☐ **The field indicating the Facility/Water Service Area serving the project needs to be filled in by the EOR. This information can be found on the approved Utility P.O.C. Application from Development Services.**
- ☐ Signed and sealed Record Drawings complying with Rule 61G15-23.001, F.A.C. Signature, Date and Seal Shall be affixed.
 - ☐ **Cover sheet**
 - ☐ **General notes sheet**
 - ☐ **Utility sheets (plan and profiles)**
 - ☐ **Utility details/exhibits**
 - ☐ **Include GPS coordinates (a partial CAMs sheet) for the point(s) of connection to confirm the project is georeferenced correctly. These sheets will be verified for record drawing compliance by Utility Planning Records (RecordsW@HCFL.gov). Submittal of the AutoCAD dwg file and the Cams Data sheet (.xls file), while not required, will expedite the review process.**
- ☐ Passing Bac-T tests (less than 60 days old)
 - ☐ **Location/description of each sampling point. Sampling points not to exceed 1200 LF spacing. For projects with multiple sampling points, a sketch showing the sampling locations will expedite the review.**

EPC CLEARANCE

- ☐ Clearance permit application (filled out)
 - ☐ **The signature field and the name of the Owner's representative should be left blank. Leave the name, title, and phone number for the Utility Representative/Contact blank (as there is more than one person signing applications). The email address should be WRD-Permitting@hcfl.gov**
 - ☐ **Include the description of the wastewater system that will be owned by the County once the system is put into service Part III (2). The most common description when the onsite system is private is the statement: "All infrastructure in the right of way".**

- ☐ **The field indicating the name of the Facility, Part III (3) serving the project needs to be filled in by the EOR.** This information can be found on the approved Utility P.O.C. Application from Development Services.

- ☐ Signed and sealed Record Drawings complying with Rule 61G15-23.001, F.A.C. Signature, Date and Seal Shall be affixed.
 - ☐ **Cover sheet**
 - ☐ **General notes sheet**
 - ☐ **Utility sheets (plan and profiles)**
 - ☐ **Utility details/exhibits**
 - ☐ **Include GPS coordinates (a partial CAMs sheet) for the point(s) of connection to confirm the project is georeferenced correctly. These sheets will be verified for record drawing compliance by Utility Planning Records (RecordsW@HCFL.gov). Submittal of the AutoCAD dwg file and the Cams Data sheet (.xls file), while not required, will expedite the review process.**