

Procedures for Plan Review Appointment

1. Provide a copy of your water bill or, in the case of new construction, a copy of the allocation letter concerning water and/or sanitary sewer service to your location. Be sure to provide a **complete** copy of the water bill. In some cases the charges for sewer service are on a second or third page. If you bring in only the first page without the sewer charge noted, we will not be able to do the plan review.
2. If you **do** have sewer service to your location, the water bill will suffice as proof of proper water service and sewage disposal. If there is no sanitary sewer charge on your water bill (this is not the STORM sewer charge), it means that your sewage disposal is handled by means of a septic tank.

In the case of a septic tank, you must do the following:

3. --For new construction, the contractor for the building should have received a completed and approval form DH4015 at the time the septic tank was installed and inspected. Bring a copy of that form to the plan review appointment.
4. --If this is an existing building and septic tank, you may either contact a licensed septic tank company or our Septic Tank Department to do a survey of your septic tank and complete a copy of DH4015 concerning the septic tank at your present location. If you have a private company complete the form, you (or the septic tank company) must take the DH4015 to the Health Department's PIC Center/Septic Tank Office at 11805 SW 26 Street (Phone – (786) 315-2444) and pay an additional \$25 for the approval on the system. Bring a copy of all of the forms to your plan review appointment
5. If you are a residential facility or a day care center or other facility that intends to provide food to your clients or customers, we will need to know the source of the food. If food will be prepared on site, we will consider that full food service. If the food will be prepared elsewhere, you must provide information concerning the provider, including: a copy of their food permit, the number of meals that will be provided and the time the food will be delivered to your site, a sample menu, how the food will be delivered (in bulk to be then put onto individual plates or in individual containers that will be dispensed to each client), and where the food will be stored after delivery to the site. We will also need to

know if you intend to do any washing of multi-use utensils or other equipment on site.

6. In the case of a day care center where diaper changing will be done on site, we will need to know the rooms in which this service will be performed.
7. The plans that you bring in do not need to be architectural plans. A simple pencil or pen drawing will suffice, provided it shows the equipment that we need to evaluate. Provide the location of all sinks, refrigerators, bathroom fixtures and similar items. We will **NOT** be keeping a copy of the plans and we will **NOT** accept plans without an accompanying person who will be able to answer the questions that were noted previously. If you wish to have several copies of the plans stamped for building or zoning requirements, we will be glad to do so during the plan review process.
8. Appointments for plan reviews must be made, at least a day earlier, between the hours of 8:30 and 10:30 AM. Call **(305) 623-3500** to request an appointment for a plan review for a food and/or group care facility. At this time plan review are conducted on Tuesday, and Friday of each week. The **appointment times** for the plan reviews are also between 8:30 and 10:30 AM, first come, first served. The office address is **1725 NW 167 Street**. It is located on the Northwest side of the intersection of 17th Avenue and the Palmetto Expressway, and is a gated complex just west of the corner gas station. Enter from the access road on the North side of the expressway and park on the south or west side of the complex. Enter the building at the reception area that is on the south west side of the main building.
9. The cost of the plan review process is **\$140.00** per hour (or part, thereof.) If you provide all of the items noted, the process should take no longer than an hour. If you are intending to obtain a food permit, you may call for the appropriate fee and bring a separate check for the permit payment at the time of the plan review. **We are now accepting credit cards for payment of either the plan review or permit fees. If you intend to pay by cash, please have exact amount available because we may not be able to make change for your transaction.**