

FDOH HILLSBOROUGH COUNTY DRINKING WATER PERMITS

Distribution System Permit Application Checklist

(Updated 8/30/2021)

I. Completed by Clerical

Application submittal date: _____

Processor: _____

Project Name: _____

PA File No: _____

PWS ID: _____

County: Hillsborough

II. Completed by Engineer

Day 30 (DSGP): _____ ☐ FDOH DSGP

☐ FDEP DSGP

Day 90 (Specific): _____ Dry-Line? ☐

Application review date: _____

Application Completeness Review

Application

- ☐ Original signature(s)
- ☐ Project Description
- ☐ Number of lots _____
- ☐ Location description provided
- ☐ Total average daily water demand: _____ gpd ([RSWW 8.2.1](#))
- ☐ Peaking factor: _____
- ☐ Designed service pressure range: _____ ([RSWW 8.2.1](#))
- ☐ Signed and sealed by PE
- ☐ Form properly completed
- ☐ Clearance of previous phase approved (If Applicable) _____

☐ **Utility**

- ☐ Utility has the capacity to meet the demand of project

Notify PW permitting manager, if the maximum-day demand exceeds 75% of plant's total permitted capacity.

- ☐ Utility has the capacity to meet fire flow demands
- ☐ Verify treatment for interconnect projects

☐ **Plans**

- ☐ Location Map
- ☐ Originally signed and sealed by Engineer of Record registered in the State of Florida
(General permits do not have to be signed/sealed by P.E.)
- ☐ Approved pipe material ([Appl. item b, RSWW 8.1.1](#))
- ☐ Approved color coding ([Appl. item e, Rule 62-555.320\(21\)\(b\)3, F.A.C.](#))
- ☐ Adequate pipe size (for hydrants, etc.) _____ ([Appl. items g, h, i, RSWW 8.2.2](#))
- ☐ Blow-off capability: ☐ permanent: _____ line _____ looped
☐ temporary: _____ line _____ looped ([Appl. item j, RSWW 8.2.4](#))
- ☐ Adequate valves provided ([Appl. item k, Rule 62-555.320\(21\)\(b\), F.A.C., RSWW 8.3](#))

Activities that do not require a FDEP permit:

(4) is dedicated to fire protection [Rule 62-555.520(1)(d), FAC]

(5) is dedicated to irrigation [Rule 62-555.520(1)(d), FAC]

Definitions for Public Water Systems, per Rule 62-550.200, FAC:

Community water system: a public water system that serves at least 25 of the same people year round. (they live there year round)

Non-Transient Non-Community water system: a public water system that is not a community water system and that regularly serves at least 25 of the same people over 6 months per year. (i.e. schools, daycares, office buildings, etc)

Transient Non-Community: a public water system that serves at least 25 persons a day, 60 days per year, not the same people however. (i.e. gas stations, churches, restaurants)

- ☐ Commercial District, 500 ft intervals
- ☐ Other Districts, 1-block or 800 ft intervals
- ☐ Scattered customers (no future development), ≤ 1 mile
- ☐ Air relief valves provided for high points ([Appl. items n, o, p, RSWW 8.5](#))
- ☐ Adequate blocking/packing provided ([Appl. items r, s, RSWW 8.7.4](#))
- ☐ Correct horizontal and vertical separation between sewer & storm water lines ([Appl. items w, x, y, Rule 62-555.314, F.A.C., RSWW 8.8](#)) Check which applies: ☐ Plan Profile ☐ Plan Notes ☐ Other
- ☐ Adequate cover over water lines (30" or 36") ([RSWW 8.7.3](#))
- ☐ Surface water crossings ([Appl. items z, aa, bb, RSWW 8.7](#))
- ☐ Required backflow preventer(s) provided ([Appl. item cc, Rule 62-555.360, F.A.C., AWWA Manual M14 as incorporated into Rule 62-555.330, F.A.C.](#))
- ☐ Sample points and CIP listed on plans: # _____ ([RSWW 8.7.6, AWWA Standard C651-99](#))
(generally every 1200', connection points, dead ends, and blow-offs)

Permit Preparation and Processing

- ☐ RAI (approved by reviewer) or clarification email –Dates sent and received put in **PA Comments Section**
- ☐ PA Events entry ([for Specific permits only](#))
Incomplete Date: _____ Complete Date: _____
- ☐ **PA Comments** entry (Describe project using more detail than in the permit description, i.e. linear feet, number of fire hydrants, number of sample points, etc. Information is used to compare versus clearances that are submitted)
- ☐ **Dry Lines:** Insert Specific Condition regarding permits required to be cleared prior to dry line clearance
- ☐ Save Permits in 58 Public Drinking Water/Engineer/Letter/DEP Permits or DOH Permits
- ☐ Permit and Notice saved PW file directory (Template: [Notice](#) & [Permit](#))

Permit Approval

- ☐ **DEP Permits:** Engineer updates Oracle PA events (Stop Clock). Issue permit date
- ☐ **DOH Permits :**Engineer updates Access Database
- ☐ Generate Permit, Clerk Certification(DS) and Notice of Permit Issuance (DS)
- ☐ Engineer submits entire packet to Environmental Supervisor Date _____
- ☐ Approver completes review, and gives to Support staff who emails permit documents and files permit in file room
Approver Initials _____ Date of Approval: _____ Date to Clerical _____