



Engineering & Public Works Permit Electronic submittal

- **Step 1** – We are only accepting permits applications through email. No hard copies. Please print the permit application in this package and fill it out properly, legibly and send it to pwsubmittals@CityofSweetwater.fl.gov. Make sure to fill out all fields including square feet, value of job and a detailed description. You must pay a nonrefundable upfront fee of \$100.00 . To pay please use the credit card form.
- **Step 2**- Scan and attach the plans/documents in a PDF format to the above email. For guidelines see the next page.
- **Step 3**- Once the application is processed the permit technician will email you a receipt for the charges. The permit number will be stated for your reference.
- **Step 4**- After the engineering division reviews the permit, we will reach you by email or phone call to advise the outcome.
If the permit is ready for final payment, please fill out the credit card form and send it to the pwsubmittals email. One of our clerks will email back on a first come first serve basis, providing the approved plans, the permit card, and instructions of how to schedule the inspection.
If you need to address comments, please make sure when resubmitting to state the original permit number referenced in the receipt and make sure to VOID pages, placing it behind the one that supersedes it.



ENGINEERING & PUBLIC WORKS PERMIT APPLICATION

1701 NW 112 Avenue, Suite 103, Sweetwater, FL 33172

Tel. 305.455-6585

For Inspections: E-mail request at pwsubmittals@cityofsweetwater.fl.gov
www.cityofsweetwater.fl.gov/engineering-division/

PROPERTY OWNER INFORMATION
 APPLICANT INFORMATION
(Check all that apply)

LOCATION OF IMPROVEMENTS

Name : _____
Company: _____
Address: _____
City _____ Zip Code: _____
Phone: _____
E-mail: _____

Property Address: _____
Zip Code: _____
Master Permit No: _____
PW Permit No: _____
Folio #: _____
Lot: _____ Block: _____

CONTRACTOR

TYPE OF WORK / DIMENSIONS

Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
E-mail: _____
Contractor License: _____
Qualifier: _____

- Driveway / (width) **Type:**
- Sidewalk Linear feet of sidewalk:
- Drainage (Right-of-way) Linear feet of pipe:
- Drainage (Private property) Linear feet of pipe:
- New Parking Lot Paving **Square feet of paving:**
- New Street Paving (R.O.W.) **Linear feet of road:**
- New Street Paving (Private) Linear feet of road:
- Resurfacing or Seal Coating Square feet of resurfacing:
- New Water Line Linear feet of pipe:
- Water Sewer Line Linear feet of pipe:
- Water Line Connection -----
- Sewer Line Connection -----
- Other -----

ENGINEER

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
E-mail: _____

Call "811" before you begin any digging project.

OWNER/APPLICANT/QUALIFIER'S AFFIDAVIT

Application is hereby made to obtain a Right-of-Way permit to do work and installation as indicated on this form. I certify that all work will be performed to meet the standards of all laws regarding construction in the City of Sweetwater and other specifications required by any Local, County State and/or Federal Agency. I hereby certify that I have read and examined this **two (2) pages** application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performances of construction. A Right-of-Way permit application is subject to revocation or modification based upon applicable deeds, covenants, declarations, easements and any other legal restriction. By issuing a permit, the City of Sweetwater makes no representation as to the existence or validity of any property restriction. Owner/Contractor shall hold harmless the City, its officers, agents and employees, from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission or failure of the Permittee, its officers, agents and employees, in using the City's right-of-way under this permit.

X

Signature of Owner/Applicant (if not Owner)
STATE OF FLORIDA, COUNTY OF _____ Sworn to (or affirmed)
and subscribed before me this _____ day of _____ 20____,
by (Print Name) _____
Personally known or I.D. _____

Notary Name and Signature _____

X

Signature of Qualifier
STATE OF FLORIDA, COUNTY OF _____ Sworn to (or affirmed)
and subscribed before me this _____ day of _____ 20____,
by (Print Name) _____
Personally known or I.D. _____

Notary Name and Signature _____

Plan Approval Only
(Not approved for construction) -----

Permit Fee Waived Based upon change law effective October 1, 2001, as provisioned in the "State Communications Services tax Simplification Law" Section 337.401 (3) (c), Florida Statutes, the City has chosen not to impose permit fees on providers of communication services.

PERMIT FEES \$ _____

CONSTRUCTION VALUE \$ _____

DRAINAGE ONLY

An engineer registered in the State of Florida should prepare all plans, specifications and calculations of the proposed work. Said plans and calculations shall be subject to the review and approval of the Department of environmental Resources Management. The permit applicant will secure the services of an engineer registered in the State of Florida to conduct inspections throughout the construction period, and said engineer shall prepare all required drawings of record. If road closure, an approved M.O.T. must be submitted along with permit application. All construction activities are to use best management procedures to prevent sediments from entering adjacent property, stormwater inlets, water bodies, or other areas which may eventually cause them to be washed into adjacent surface water bodies.

X

City of Sweetwater, City Engineer

Date: _____

PERMIT CHECKLIST AND CONDITIONS

1. **Permit process:**

- We are only accepting permits applications through email. No hard copies. Please print the permit application in this package and fill it out properly, legibly and send it to pwsubmittals@cityofsweetwater.fl.gov .
- Plans shall be digitally signed and sealed .
- Submit an upfront fee in the amount of \$100 payable to the City of Sweetwater. Payment can be made by check, cashier check, money order or credit card (credit card authorization form can be found at <https://cityofsweetwater.fl.gov/engineering-division/>). Checks payable to the City of Sweetwater Attn: Engineering Division 1701 NW 112 Ave #103 Sweetwater FL 33172.
- Once the application is processed the permit technician will email you a receipt for the charges. The permit number will be stated for your reference. **Use assigned application number in subject line of email correspondences.**
- Review comments, if any, will be emailed to the email addresses disclosed in the permit application.
- Permit fees will be sent to email addresses disclosed in the permit application.
- Payment of permit fees are satisfied.
- **Permit issuance.** Applicant/owner shall notify contractors information to pwsubmittals@cityofsweetwater.fl.gov .
- Contractor must be registered with the City of Sweetwater (registration information can be found at <https://cityofsweetwater.fl.gov/building-and-zoning/>)
- An electronic copy of the approved permit application, approved plans and permit card will be emailed **only** to the email address disclosed in the permit application. All documentation must be updated annually.

NOTE: Permit applications that are in the approval process and dormant for 180 days will be deemed not active. Applicant will have to reapply.

2. **A 24-hour notification shall be made when a site or job is ready for construction for which a permit has been granted. Contact the Engineering Division at 305-455-6585 or via email at pwsubmittals@cityofsweetwater.fl.gov .**
3. If a person pick up the permit and plans, he/she must be previously authorized by applicant/owner and present a government-issued photo ID, such as a driver's license, with picture and provide his/her contact information (phone and/or email address).
4. Plans/Profile sections and details, drawn to scale, with 11"X17" as minimum paper size.
5. **For driveway permits**, submit a signed and sealed property Survey less than 2 years old.
6. If vehicular and pedestrian traffic needs to be temporarily modified from its designed configuration, a Maintenance of traffic (MOT) is required.
7. If work is on public or private property submit copy of easement documents or written permission from owner.
8. Pre-construction meeting with the City Engineer may be requested. Call 305-455-6585, at least 72 hours in advance to schedule prior to start of construction.
9. **For Emergency work**, you must notify before accessing the jobsite at 305-455-6585 or via email at pwsubmittals@cityofsweetwater.fl.gov . After the fact permit shall be submitted to the Engineering Division within five working days after the work is complete.
10. **Hours of construction:** Standard time: 7:00 a.m. to 6:00 p.m. Monday through Friday, and 9:00 a.m. to 6:00 p.m. on Saturday. No work shall be performed on Sundays or holidays without prior authorization from the City Administration, except for emergencies. If the Contractor deemed it necessary to work on Sundays and holidays, the Contractor must contact the Engineering Division at least 72 hours in advance.
11. **Inspection are required at least one (1) business day before commencing of work**, as well as, before proceeding to the next stage of installation or construction. **To schedule an inspection call 305-455-6585 or email at pwsubmittals@cityofsweetwater.fl.gov at least 24 hours in advance.** Excavation, sub-base, lime rock base, form, pavement installation and final inspection (including form removal, sod and site cleanup) are required. A progress inspection may be required by the City at the end of every week for site safety maintenance and erosion and sediment control of job sites that are in progress. All Inspections must be approved, including the final inspection upon completion of the project in order to close the permit.
12. Failure to obtain an approved inspection within 180 calendar days will cause this permit to expire and additional fees levied. A permit becomes null and void if work or construction is not commenced within 180 days or is suspended or expires because of lack of progress or abandonment. The Contractor or permittee shall be responsible to keep track of the expiration date and status of their permit.
13. **If work requires off duty police services, permit owner shall, whenever possible, use officers of the City of Sweetwater Police Department for said off-duty assignments. Approved MOT's which do not require an off duty police officer, may require one during emergencies or when other unexpected circumstances arise, and such requirement will be determined by the City of Sweetwater Police Department Use of non-Sweetwater law enforcement officers is authorized only on those occasions where the Sweetwater Police Department has been unable to provide services. (Ordinance 3589 Art1, 11-7-2011). Contact Police Department at (305) 552-9900 to request for traffic officer assistance.**
14. Notification letters may be required to be delivered to area residents, as required by the City. Submit a copy of the notice to the Engineering Division for review prior to distribution.
15. **Call Sunshine One Call at 1-800-432-4770 for locations before digging.**
16. All construction areas must be kept clean, neat, and sanitary and be restored to original condition or better. Right-of-ways and neighboring properties shall be kept free from dirt and debris and must be protected from damage by equipment or vehicles.
17. Equipment and materials shall be stored within designated material & equipment storage area and shall not be stored on public right-of-ways.
18. Do not discharge water into right-of-ways or storm drains without prior approval or permits from DERM & City of Sweetwater Engineering Division.
19. Protect all stormwater catch basins from construction debris, sediments and potential pollutants using City approved Best Management Practices methods. FDEP CGP/NOI permits are required for projects disturbing more than 1 acre in land area.
20. Prevent creation of any obstructions or conditions that may become dangerous to the public.
21. Backfill and temporary asphalt patches must be installed adequately at the end of every workday unless otherwise authorized by the City.
22. Repair promptly any and all damages to public or private property caused by this exercise of the privileges granted under this authorization. Restoration shall be at least equal to the condition existing at the time of the damage or injury or as directed and approved by the City of Sweetwater Engineering Division.
23. This permit is issued pursuant to the City of Sweetwater Right-of-Way City Code. The City does not agree to any language found on the drawings, except as may be required by the Miami Dade County Building Code. This permit does not constitute approval or compliance with the rules, regulations, or requirements of any other jurisdiction, which may relate to the above project.
24. All work must be designed and constructed in accordance with the most current revision of the Miami-Dade County Public Works Manual, Parts 1 & 2, unless otherwise specified or directed by the City to conform to the City of Sweetwater Standard Specifications or FDOT Standard Specifications. All work requires a permit unless specifically exempted by the City.
25. For Assistance Please contact: Permit Counter at Engineering Division at 1701 NW 112 Avenue Unit 103. Sweetwater FL 33172 • Via Telephone: 305-4556585 • Via email: at pwsubmittals@cityofsweetwater.fl.gov



City of Sweetwater

Address 1701 NW 112 AVE 103, SWEETWATER, FL 33172

Phone (305) 455-6585

One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize City of Sweetwater to make a onetime debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

3% surcharge will be applied to each transaction made.

Please complete the information below:

I _____ authorize City of Sweetwater to charge my credit card
(Full name)
account indicated below for _____ on or after _____. This payment
(Amount) (Date)
is for _____.
(Description of goods/service)

Billing Address _____

Phone # _____ Email _____

Cardholder Name: _____

Credit Card Number: _____

Expiration Date: _____ CVV2: _____

Account Type: Visa ____ Master Card ____ American express ____ Discovery ____

Signature _____

Date _____.

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated only, and is valid for one time use only. I certify that I am an authorized use for this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.