



Florida Department of Environmental Protection

Notification of Completion of Construction for a Domestic Wastewater Collection/Transmission System

Part I – Instructions

- (1) This form shall be completed and submitted to the appropriate DEP district office or delegated local program for all collection/transmission system projects required to obtain a construction permit in accordance with Chapter 62-604, F.A.C. Except for projects permitted by delegated local programs, instructions for submitting forms electronically are available [at DEP's wastewater forms](#) webpage or submittal may be made using the [DEP Business Portal](#) by selecting "Submit," "Registration/Notification," "Submit Notifications to DEP," then choose submission type "Division of Water Resource Management Domestic/Industrial Wastewater" and "Notification of Completion of Construction for a Domestic Wastewater Collection/Transmission System."
- (2) Newly constructed or modified collection/transmission facilities shall not be placed into operation for any purpose other than testing for leaks or testing equipment operation until:
 - 3 days after the submittal of this form to DEP if the system was constructed with no substantial deviations as noted on this form in Part III(4) and DEP did not notify the permittee of any public health or environmental concerns prior to placing the system into operation; or,
 - 10 days after the submittal of this form to DEP if the system was constructed with substantial deviations as noted on this form in Part III(4) and DEP did not notify the permittee of any public health or environmental concerns prior to placing the system into operation.
- (3) All information shall be typed or printed in ink, and all blanks must be filled.

Part II – Project Documentation

- (1) Collection/Transmission System Permittee

Name _____ Title _____
Company Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Cell Phone _____ Fax _____
Email _____

- (2) General Project Information

Project Name _____
Construction Permit No. _____ Dated _____

Is the entire project included under the collection/transmission system permit substantially complete? ☐ Yes ☐ No

If no, then:

- Attach a copy of the site plan or sketch that was submitted with the application showing the portion of the project which is substantially complete and for which approval is being requested.
- Also, describe the portion of the project for which approval is being requested (including pipe length, total number of manholes and total number of pump stations). Attach additional pages if necessary.

Expected date of connection to existing system or Treatment plant _____

If connection will be to an existing, intermediate satellite collection system, provide the satellite system identification number (if known): FLSS# _____

(3) Treatment Plant Serving Collection/Transmission System

Name of Treatment Plant Serving Project _____

County _____ City _____

DEP facility permit number FL _____

Will the treatment plant be the owner and/or operator of this completed collection system project, i.e. will this collection system be under the control of the treatment facility after it is placed into operation? ☐ Yes ☐ No

Part III – Certifications

(1) Collection/Transmission System Permittee

I, the undersigned owner or authorized representative* of _____ certify that the engineer has provided us a copy of the record drawings for this project and if there is not already an existing applicable operation and maintenance (O&M) manual, one has been prepared for the new or modified facilities. The operation and maintenance manual includes an emergency response plan that specifically addresses cybersecurity, surface water monitoring, and hurricane/severe storm preparedness and response that will be evaluated and updated annually.

Also, I certify that, if we will not be the owner of this project after it is placed into service, we have provided a copy of the above mentioned record drawings and a copy of the above mentioned O&M manual, if applicable, to the person or system that will be the owner of this project after it is placed into service.

Signed _____ Date _____

Name _____ Title _____

** Attach a letter of authorization.*

(2) Owner of Collection/Transmission System After it is Placed into Service

I, the undersigned owner or authorized representative* of _____ certify that we accept the project or portion of the project (as described below**) as constructed and will be the owner of this project after it is placed into service. I certify that we agree to:

- operate and maintain the facilities to function as intended, minimize infiltration and inflow, and prevent sanitary sewer overflows;
- provide uninterrupted service and emergency pumping capability as required by Chapter 62-604, F.A.C.;
- operate the facilities in accordance with the provisions of Chapter 403 Florida Statutes (F.S.) and applicable Department rules;
- report any abnormal events, including all sanitary sewer overflows and other unauthorized releases or spoils of wastewater, in accordance with Rule 62-604.550, F.A.C.;
- promptly notify the Department if we sell or legally transfer ownership of the collection/transmission system;
- take corrective action if infiltration, inflow, or leakage becomes excessive;
- evaluate and update the emergency response plan (part of the operation and maintenance manual) annually;
- evaluate the cause of any spills, unauthorized releases, or sanitary sewer overflows and evaluate potential corrective actions;
- for spills, unauthorized releases, or sanitary sewer overflows caused by rain or wet weather, take corrective action to prevent future spills, releases, or overflows, or demonstrate inflow and infiltration for the system are not excessive; and,
- If this is a satellite collection system, take corrective action to reduce excessive inflow and infiltration that causes or contributes to sanitary sewer overflows in the receiving collection system.

I certify I have received a copy of the record drawings and O&M manual for this project and that these record drawings and O&M manual are available at the following location which is within the boundaries of the district office or delegated local program permitting the collection/transmission system.

Signed _____ Date _____

Name _____ Title _____
Company Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Cell _____ Email _____

**Attach a letter of authorization.*

****Description of the specific portion of the project to be owned:**

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Second Owner of Collection/Transmission System After it is Placed into Service (if applicable)

I, the undersigned owner or authorized representative* of _____ certify that we accept the project or specified portion of the project (as described below**) as constructed and will be the owner of this project after it is placed into service. I certify that we agree to:

- operate and maintain the facilities to function as intended, minimize infiltration and inflow, and prevent sanitary sewer overflows;
- provide uninterrupted service and emergency pumping capability as required by Chapter 62-604, F.A.C.;
- operate the facilities in accordance with the provisions of Chapter 403 Florida Statutes (F.S.) and applicable Department rules;
- report any abnormal events, including all sanitary sewer overflows and other unauthorized releases or spoils of wastewater, in accordance with Rule 62-604.550, F.A.C.;
- promptly notify the Department if we sell or legally transfer ownership of the collection/transmission system;
- take corrective action if infiltration, inflow, or leakage becomes excessive;
- evaluate and update the emergency response plan (part of the operation and maintenance manual) annually;
- evaluate the cause of any spills, unauthorized releases, or sanitary sewer overflows and evaluate potential corrective actions;
- for spills, unauthorized releases, or sanitary sewer overflows caused by rain or wet weather, take corrective action to prevent future spills, releases, or overflows, or demonstrate inflow and infiltration for the system are not excessive; and,
- If this is a satellite collection system, take corrective action to reduce excessive inflow and infiltration that causes or contributes to sanitary sewer overflows in the receiving collection system.

I certify I have received a copy of the record drawings and O&M manual for this project and that these record drawings and O&M manual are available at the following location which is within the boundaries of the district office or delegated local program permitting the collection/transmission system.

Signed _____ Date _____
Name _____ Title _____
Company Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Cell _____ Email _____

**Attach a letter of authorization.*

****Description of the specific portion of the project to be owned:**

(3) Wastewater Facility Serving Collection/Transmission System

I, the undersigned owner or authorized representative* of the _____ wastewater facility hereby certify that the above referenced facility has adequate reserve capacity to accept the flow from this project and will provide the necessary treatment and disposal as required by Chapter 403, F.S., and applicable Department rules. Also, I certify that any connections associated with this project to the above referenced facility, which we operate and maintain, have been completed to our satisfaction and we have received a copy of the record drawings for this project.

Signed _____ Date _____
Name _____ Title _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Cell _____ Fax _____
Email _____

**Attach a letter of authorization.*

(4) Professional Engineer Registered in Florida

I, the undersigned professional engineer registered in Florida, certify the following:

- that this project has been constructed in accordance with the construction permit and engineering plans and specifications or that, to the best of my knowledge and belief, any deviations from the construction permit and engineering plans and specifications will not prevent this project from functioning in compliance with Chapter 62-604, F.A.C.;
- that the record drawings for this project are adequate and include substantial deviations** from the construction permit and engineering plans and specifications;
- that a copy of the record drawings has been provided to the permittee and to the wastewater treatment facility serving the collection/transmission system;
- that the O&M manual for this project has been prepared or examined by me, or by an individual(s) under my direct supervision, includes an emergency response plan that addresses cyber security, surface water monitoring, and hurricane and severe storm preparedness and response, and that there is reasonable assurance, in my professional judgment, that the facilities, when properly maintained and operated in accordance with this manual, will function as intended; and
- that, to the best of my knowledge and belief, appropriate leakage tests have been performed and the new or modified facilities met the specified requirements.

This certification is based upon on-site observation of construction conducted by me or by a project representative under my direct supervision and upon a review of shop drawings, test results/records, and record drawings performed by me or by a project representative under my direct supervision.

The following is a description and explanation of substantial deviations (i.e. construction deviations greater than 10% from plans and specifications and any deviations which fall below minimum standards established in Rule 62-604, F.A.C.) from the construction permit and engineering plans and specifications for the substantially completed portion of this project. (Attach additional sheets if necessary.)

(Affix Seal)

Signed _____ Date _____
Name _____ Florida Registration No. _____
Company Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Cell _____ Fax _____
Email _____
Portion of the project for which responsible: _____

Second Engineer (if applicable)

(Affix Seal)

Signed _____ Date _____
Name _____ Florida Registration No. _____
Company Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Cell _____ Fax _____
Email _____
Portion of the project for which responsible: _____

Third Engineer (if applicable)

(Affix Seal)

Signed _____ Date _____
Name _____ Florida Registration No. _____
Company Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Cell _____ Fax _____
Email _____
Portion of the project for which responsible: _____

Fourth Engineer (if applicable)

(Affix Seal)

Signed _____ Date _____
Name _____ Florida Registration No. _____
Company Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Cell _____ Fax _____
Email _____
Portion of the project for which responsible: _____