



miamidade.gov

Department of Environmental Resources Management  
Natural Resources Regulation and Restoration Division  
701 NW 1st Court, 6th Floor  
Miami, Florida 33136-3912  
T 305-372-6567 F 305-372-6407

## Instructions for applying for a transfer of Class II, III, V and VI permits

1. This completed application form for permit transfer shall be filed jointly in writing by both transferor and transferee and notarized.
2. Submit the attached completed application form to:

Miami-Dade County DERM  
Natural Resources Regulation and Restoration Division  
Water Control Section  
701 N.W. 1<sup>st</sup> Court  
6<sup>th</sup> Floor  
Miami, Florida 33136

3. Submit a check made payable to Miami-Dade County for \$175.00 application fee.
4. Submit the application on or before one hundred twenty (120) calendar days after the date of transfer of fee simple ownership of the property and no later than ninety (90) calendar days prior to the expiration date of the permit.
5. If applicable, submit the same amount of performance bond, mitigation bond, and signed bond forms to replace the bond required in the existing permit.
6. Submit a copy of recorded fee simple ownership or other legal documentation indicating new ownership of the property.

If you have any questions, please contact this office at (305) 372-6681 or by email at [DERMWaterControl@miamidade.gov](mailto:DERMWaterControl@miamidade.gov).

*Delivering Excellence Every Day*

MIAMI-DADE  
COUNTY

**APPLICATION FOR TRANSFER OF  
CLASS II, CLASS III, CLASS V and CLASS VI PERMITS**

**PERMIT NUMBER:** \_\_\_\_\_ **PERMIT EXPIRATION DATE:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_ **FOLIO #:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**FROM TRANSFEROR (existing permittee):**

**CONTACT NAME:** \_\_\_\_\_ **PERFORMANCE BOND: \$** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ **TYPE OF BOND:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **BOND NUMBER:** \_\_\_\_\_

**PHONE NO:** \_\_\_\_\_

**TO TRANSFEREE (proposed permittee):**

**CONTACT NAME:** \_\_\_\_\_ **PERFORMANCE BOND: \$** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ **TYPE OF BOND:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **BOND NUMBER:** \_\_\_\_\_

**PHONE NO.:** \_\_\_\_\_



5. Is the subject project in compliance with all the restrictions, limitations, and conditions of the issued permit and any related covenants running with the land? If not, describe in detail what work has been conducted that is not in accordance with the permit or covenant(s) as well as any requirements or obligations that have not been performed or completed within the timeframe(s) specified in the issued permit.
  
6. Describe any changes in the environment that have occurred at or adjacent to the subject location since the date of issuance of the permit. In addition, indicate whether there has been any zoning or other land use designation change(s) at the subject location since the permit issuance date and if so, provide a description of such. Include, as an attachment, documentation of all land use designation changes as an exhibit to this application.
  
7. Describe any adverse environmental impact(s) or cumulative environmental impact(s) that may occur if a permit approval is transferred.
  
8. Provide the name, business address, registration number, and telephone number of the professional engineer that will perform the engineer of record duties if a permit transfer is granted and confirm that this engineer will provide certified plans and any other required drawings of record including as-built drawings. Confirm that this engineer will conduct the inspections of record if a permit transfer is granted in order to verify that the project is being constructed in accordance with the permit and approved plans. If the proposed engineer is not the engineer of record for the issued permit, confirm that the engineer of record has been discharged and that no work has occurred since the engineer was discharged pursuant to Section 24-48.5(4) and (5) of the Miami-Dade County Code. If work has occurred since the engineer of record was discharged, provide a description of such work and the name of the engineer that oversaw such work if any.

