



EPC PERMITTING GUIDE

Revised March 2011

SECTION I. Introduction

The following information has been compiled to explain the basics of the permitting process at the Environmental Protection Commission of Hillsborough County (EPC) and to assist those seeking permits by making the process easier to understand. Because this is intended to be a basic guide, it does not contain all necessary forms or laws. As this guide cannot contain every law and every procedural step you must follow, nor will it be revised every time a law is created or amended, it is your responsibility to identify which laws pertain to you and your activities, and to comply with the requirements therein. Information in this document does not relieve you of the obligation to obtain any other applicable local, state, and federal permits or authorizations.

The Florida Legislature created the Environmental Protection Commission in 1967, and the agency's name and mission was amended overtime as now reflected in the Hillsborough County Environmental Protection Act (EPC Act), Chapter 84-446, as amended, Laws of Florida. The EPC is a unique local environmental agency in Florida; it is an independent and separate local government, not a department within Hillsborough County. The EPC Act gives the EPC the authority to adopt specific rules that govern activities which cause or may reasonably be expected to cause pollution in Hillsborough County. Currently there are fifteen rules:

- CHAPTER 1-1 GENERAL RULES**
- CHAPTER 1-2 ADMINISTRATIVE PROCEDURES**
- CHAPTER 1-3 STATIONARY AIR POLLUTION SOURCES AND AMBIENT AIR QUALITY STANDARDS**
- CHAPTER 1-4 OPEN BURNING**
- CHAPTER 1-5 WATER QUALITY STANDARDS**
- CHAPTER 1-6 SERVICES-FEE SCHEDULE**
- CHAPTER 1-7 WASTE MANAGEMENT**
- CHAPTER 1-8 MOBILE SOURCE**
- CHAPTER 1-9 POLLUTION RECOVERY FUND**
- CHAPTER 1-10 NOISE POLLUTION**
- CHAPTER 1-11 WETLANDS**
- CHAPTER 1-12 STORAGE TANK RULE**
- CHAPTER 1-13 DELEGATION RULE**
- CHAPTER 1-14 MANGROVE TRIMMING AND PRESERVATION**
- CHAPTER 1-15 FERTILIZER USE AND LANDSCAPE MANAGEMENT RULE**

Copies of these rules can be obtained by calling (813) 627-2600 and asking for the appropriate division at the EPC or the Legal Department or they may be obtained on our website - <http://www.epchc.org/rules.htm>. In addition to its own rules, the EPC has authority to administer other regulatory programs for local, state, and federal agencies through agreements, delegations, and contracts. As further explained by each division below, some examples of delegations (in part or whole) that EPC administers on behalf of another agency within Hillsborough County are Tampa Port Authority minor works permits, Florida Department of Environmental Protection (DEP) wastewater regulation, DEP air regulation, DEP mangrove regulation, and DEP brownfields program. The laws for the other regulatory programs that the EPC has adopted and administers on behalf of other governments are referenced and/or adopted in the appropriate EPC rules.

The guide is divided by the EPC’s regulatory divisions (Air, Waste, Water, and Wetlands) and each section generally explains: who needs a permit, applicable rules and standards, relevant forms/applications, general time frames, and flow charts (where appropriate).

Rules, forms, fees, and timeframes are subject to change. Note that time frames, where denoted, may be specified by agency guidelines, instead of statutory requirements. Every effort will be made to meet stated time frames; however, time frame clocks do not start until a completed application and applicable fee are received by staff.

Pre-application Counseling

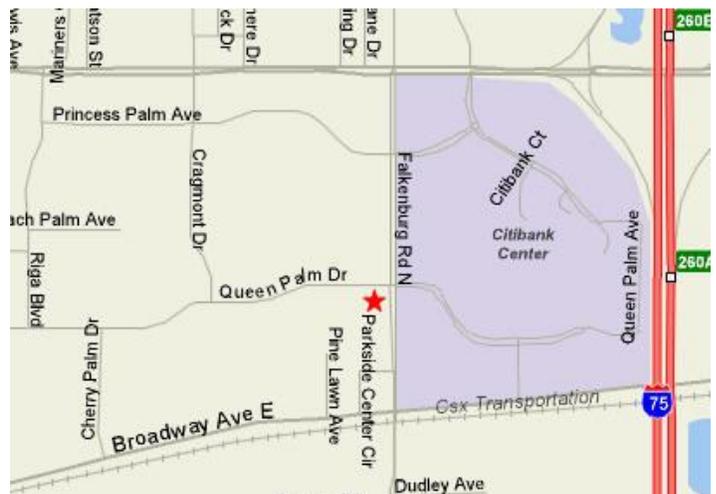
Pre-application counseling is available to all applicants through the appropriate division, at no charge. These meetings are highly recommended and can save both the applicant and the EPC time in helping to create a thorough and complete application for review. Please make an appointment by calling the appropriate division at (813) 627-2600. The EPC also has an Environmental Resource Management Division, Legal Department, and Administration and Finance Division to assist the regulatory divisions in their mission and can be contacted to for permitting guidance too; nonetheless, the following regulatory divisions are the primary points of contact for pre-application and application meetings:

- Air Management Division – extension 1060
- Waste Management Division – extension 1316
- Water Management Division – extension 1022
- Wetlands Management Division – extension 1239

Location and Hours

The EPC is located in the Sabal Park Complex in Brandon, Florida at the intersection of Falkenburg Road and Queen Palm Drive, near Interstate I-75 exit 260 (west-bound exit of MLK Blvd.). EPC is open Monday – Friday from 8:00 a.m. to 5:00 p.m.

Environmental Protection Commission
Roger P. Stewart Center
3629 Queen Palm Dr
Tampa, FL 33619-1309



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SECTION II. AIR MANAGEMENT DIVISION

A. Air Permitting of Industrial and Commercial Facilities

The Air Management Division's Air Permitting Section conducts permit determinations, and also reviews and processes air construction, operating, Title V, and general permits via delegation from the State of Florida Department of Environmental Protection (DEP).

View the latest Delegated Permit Reviews - http://www.epchc.org/Permit_Reviews.htm

The Air Management Division regulates most of the stationary sources of air pollution in Hillsborough County. These include toxic and hazardous sources as well as industrial facilities. Power plants, phosphate fertilizer complexes, municipal waste-to-energy incinerators, and gasoline and other bulk commodity terminals are just a few of the industrial facilities found in Hillsborough County. These stationary sources are regulated in cooperation with the Florida Department of Environmental Protection and the US Environmental Protection Agency (EPA) where the EPC functions as the delegated authority.



What is Permitting?

Permits limit the amount of pollutants which can be emitted into the air and specify the emission testing and monitoring requirements of pollution generating sources. Permits are issued to industrial, commercial, and institutional pollution generating sources. On a typical day, you can find any one of EPC's permit engineers reviewing applications, assessing the amounts of pollutants and toxics from a particular source, or performing an on-site inspection of a facility.

Once the application has been approved, the permit engineer will draft the permit in conjunction with Federal, State, and local laws, explicitly detailing operating conditions and environmental requirements of the facility.

Who needs a permit?

Any activity or operation which emits contaminants into the outside air may require an air pollution permit. The type of permit required is dependent on the type and amount of pollutants emitted. Rule 62-210, F.A.C. has a specific list of activities which are exempt from air permitting. The rules under 62-4.040, F.A.C. also allow for exemptions if EPC determines that an activity represents an insignificant source of emissions. Exemptions are based on the amount and type of



emissions and any applicable emissions standards. Common air contaminants and sources are:

Volatile Organic Compounds (VOC)

Examples: Printing, painting, fuel or chemical storage or distribution, plastics extrusion, adhesives, recycling, etc.

Particulate Matter Emissions (PM)

Examples: Storage silos, material handling, grit blasting, combustion boilers, manufacturing, mining, etc.

Hazardous Air Pollutants (HAP)

Examples: Painting, printing adhesives, lead-acid battery handlers, incinerators, etc.

Sulfur Oxides (SOx)

Examples: Power plants, combustion boilers, etc.

Types of permitting processes

There are three types of air permitting processes:

1. Construction permitting

- A. State air permit
- B. Federal air permit (NSR)
 - i. PSD permit
 - ii. Nonattainment Permits

2. Operating permit

- A. General permits
- B. Minor permits
- C. Title V permits

3. Acid rain permits - Issued by the Florida Department of Environmental Protection



Rules and Standards

Local Rules: Chapters 1-1, 1-3 and 1-4, Rules of the EPC

State Rules: 62-200 Series of the Florida Administrative Code

Federal Rules: Chapter 40 (Parts 60, 61, 63 and 70), Code of the Federal Register

Forms

Air permitting forms used at the EPC but available from the DEP can be found at the following link: DEP - <http://www.dep.state.fl.us/air/rules/forms.htm>

General Permit Examples

The following are examples of facilities or activities that may qualify for a general permit: Perchloroethylene Dry Cleaning, Ethylene Oxide Sterilizers, Halogenated Solvent Degreasers, Chromium Electroplaters, and Asbestos Manufacturers), Mercury Recovery or Reclamation, Bulk Gasoline Plants, Heating Units & General Purpose Internal Combustion Engines, Surface Coating, Polyester Resins Products Fabrication, Cast Polymer Operations, Concrete Batch Plants, Human Crematories, and Animal Crematories.

Time Table for Permit Issuance

Minor Source

90 days from receipt of complete application to final agency action plus two weeks public notice. An incomplete application extends the process. For activities requiring a construction permit, construction cannot begin until after the construction permit has been issued FINAL.

Major Source (Title V)

Construction application same as the minor source time frames noted above.

Initial Title V Operating Application - Due date is specified in Rule 62-213.420(1), F.A.C.

Title V permit renewal application - 90 days maximum from receipt of complete application to issuance of the draft permit. Final issuance of the draft permit after the public comment and EPA comment periods have been satisfied.

Public Notice Requirements are specified in Rules 62-110.106 and 62-210.350(3), F.A.C.

Permit Fee Schedule

Most fees for EPC-processed DEP delegated permits can be found at the following link: [Permit Fee Schedule](#) (refer to Rule 62-4.050, F.A.C.).

B. Asbestos Notification Requirements

The [National Emission Standards for Hazardous Air Pollutants \(NESHAP\) for Asbestos 40 CFR, Part 61, Subpart M](#) regulation may apply to your planned renovation or demolition activity if you are an owner or operator that plans to renovate or demolish a commercial structure, more than one single family residential home, or multi-residential structures with more than four dwelling units. The NESHAP regulations apply whether the property contains asbestos or not.

Asbestos Notification Form and Contacts

Owners or contractors are required to submit a notification to the Administrator for any regulated project at least 10 working days prior to the scheduled start date. A revised notification form is required for changes to the original notification form. (see link: [NOTIFICATION FORM AND CONTACTS](#))

To view the EPC's brochure on asbestos notification, please select this link - [Asbestos Notification Requirements Brochure](#).

This section contains links to federal, state and local agencies that deal with asbestos related issues and to the asbestos notification form. This section also contains links to [Hillsborough County](#) and [City of Tampa](#) online services for permitting, zoning, complaints and other services, as well as [City of Temple Terrace](#) and [City of Plant City](#). Also included is a link to obtain a listing of [National Voluntary Laboratory Accreditation Program \(NVLAP\)](#) certified laboratories and the [Florida Building Code Online](#) information website.

Asbestos Rules

The [National Emission Standards for Hazardous Air Pollutants \(NESHAP\) for Asbestos 40 CFR, Part 61, Subpart M](#) is promulgated by the U.S. EPA and adopted and enforced by the DEP and by the EPC. These rules apply to regulated renovation and demolition projects. There are numerous other regulations that regulate asbestos activities. (see additional link: [RULES](#))

Publications and Information

This section contains links to EPA's Frequently Asked Questions (FAQ) document and publications and websites that offer information about asbestos and the potential health effects of asbestos exposure. (See this link: [PUBLICATIONS AND INFORMATION](#))

Asbestos Clarification Publications

If you are an owner, operator or Florida licensed asbestos consultant then there are certain EPA clarifications that you need to be familiar with that may pertain to your project. The EPA has published clarifications concerning how to determine if your project is exempt, how to determine if material is adequately wet, the analysis of multi-layered materials and the point counting requirement for owners or operators. (See this link: [ASBESTOS CLARIFICATIONS](#))

C. Open Burning Authorization Requirements

Types of Authorizations

The Environmental Protection Commission (EPC) issues authorizations for all initial land clearing operations prior to commercial development, including the initial clearing of land for agricultural purposes per [Chapter 1-4, Open Burning Rule](#). Authorization normally lasts for 30 days with a possibility of a one-time 15 day extension. The Authorization will be issued after submission of an application for open burning along with a fee payable to the EPC of: 2 acres or less - \$400; more than 2 acres - \$600. EPC staff will conduct an on-site inspection prior to approval. (Select the following links: [Application for the use of an air curtain incinerator](#) or [Application for pile burning](#).)

The **Division of Forestry (DOF)** controls and authorizes open burning for the maintenance and continuous clearing of agricultural land. Those actively involved in the commercial operation of a ranch, farm or grove may obtain a permit from DOF by calling 863-648-3163. The DOF's open burning rules are at Chapter 5I-2, F.A.C.

The **City of Tampa** issues permits authorizing burning within the city limits of Tampa to all applicants prior to obtaining an EPC authorization. This permit can be obtained by calling 813-274-7002.

The **City of Plant City** issues permits authorizing burning within the city limits of Plant City to all applicants prior to obtaining an EPC authorization. This permit can be obtained by calling 813-757-9131 or by accessing the above link.

The **City of Temple Terrace** issues permits authorizing burning within the city limits of Temple Terrace to all applicants prior to obtaining an EPC authorization. This permit can be obtained by calling 813-506-6700 or by accessing the above link.

Guidelines for EPC Authorizations:

With an Air Curtain Incinerator:

The pit cannot exceed 12 feet in width and it must be at least 10 feet deep. The pit walls must be vertical, not sloped or slanted. The air curtain incinerator must meet a setback distance of at least 300 feet from any occupied building and at least 100 feet from any public road or highway. The Air Curtain Incinerator (ACI) blows a sheet of air across the top of the pit to increase burning efficiency and reduce smoke and fly ash emissions. The pit must not be overfilled. An overfilled pit has material above the manifold and will result in blockage of the air flow and excessive smoke emissions. The ACI should not be dismantled and moved to another location without EPC staff approved.

Without an Air Curtain Incinerator:

Open burning is prohibited within 1000 feet of any occupied building and 100 feet of any public road or highway. The burn piles cannot exceed 30 feet in diameter and 10 feet in height. No more than three burn piles are allowed at any one site, and the number of piles at some sites is further limited depending on site specific conditions.

Additional Information:

- Open burning must not start before 9:00 a.m. and must be completely extinguished one hour before sunset. Burning must be conducted so as not to cause a threat to health, safety or cause a nuisance.
- All burn sites must be under the constant physical supervision of a competent person who has the means available to quickly extinguish the fire.
- Materials that are to be burned must consist **only** of vegetation from the land that is being cleared.
- Open burning within 1000 feet of any active runway or a Department of Transportation approved public airport is prohibited.
- The burn site must be away from overhanging trees, underbrush or any other combustible material.
- The effect of wind must be considered to minimize the chance that smoke and soot may cause a hazard or nuisance to residences and vehicular traffic.
- The material to be burned must be dry and burned without the use of gasoline, kerosene, or other combustible materials, except during ignition.

Guidelines for DOF Authorizations:

- Only naturally occurring vegetation can be burned.
- Open burning shall not produce a nuisance, excessive smoke or odor, or excessive smoldering.
- Waste Pesticide Containers do not require authorization, but the following conditions apply:
 - Pesticide containers must be "Group 1" with no more than 100 lbs of pesticide containers to be burned per day.
 - Burning must occur at least 1000 feet away from any occupied building and 100 feet away from any public road.

- Piles should be limited in number so that they can be controlled and a means of extinguishing should be available on-site.
- Persons obtaining authorization should call the EPC and HCFR to advise them of the burn.

D. Noise

For the most part, prior authorization is not required under [Chapter 1-10, Noise](#), Rules of the EPC. The two exceptions are as follows:

1. Competitive motor vehicle events

a. Existing facilities: By November 1 of each year a [Competitive Motor Vehicle Events Form](#) provided by EPC staff must be submitted to the EPC Executive Director. The facility will be eligible to operate unless the Executive Director makes a written decision of ineligibility within 45 days of receipt of the complete form.

b. New or modified facilities: Prior to construction, or modification, the facility must submit a written demonstration of the ability to comply with applicable sound level limits. At a minimum, the demonstration must include a modeling study by an acoustical expert, which must be approved by the Executive Director. In addition, a [Competitive Motor Vehicle Events Form](#) must be submitted.

2. Shooting ranges

Any sport shooting range constructed or in initial operation after December 19, 2000 shall submit to the Executive Director for review and approval, a sound study, performed by a member of the National Council of Acoustical Consultants or the National Institute of Noise Control Engineers, demonstrating compliance with the A-scale sound level limits in [Section 1-10.03\(1\), \(2\), and \(3\)](#), Noise, Rules of the EPC. The sound study must be submitted within 30 days of completion of construction or initial operation. Specific requirements for the study can be found in [Section 1-10.07\(2\)\(a\) and \(b\)](#) at the following link ([Chapter 1-10](#)).

SECTION III. WASTE MANAGEMENT DIVISION

A. Solid Waste Permitting

Who Needs a Director's Authorization?

In accordance with Chapter 1-7, Rules of the Environmental Protection Commission, a Director's Authorization (Authorization or permit) is required for all facilities in Hillsborough County that store, process, dispose or otherwise manage solid waste. Some of these facilities also require a Florida Department of Environmental Protection (DEP) solid waste management facility permit. However, solid waste management facilities that are otherwise exempt from the requirement to obtain a DEP or federal permit for the management of solid waste are still likely to need an Authorization from EPC. Additionally, projects that include the disturbance, development or redevelopment of historic solid waste filled areas also require an Authorization.

The requirement to obtain a solid waste management facility permit, issued by the DEP, is specified in Chapter 62-701, F.A.C.. Examples of such facilities include but may not be limited to landfills; waste processing facilities (transfer stations, materials recovery facilities, volume reduction facilities); compost facilities and waste tire processing facilities.

For streamlining purposes EPC participates in a co-review process with the DEP. Through this process, when an applicant satisfies the requirements to obtain an DEP permit the applicant is also likely to have completed all the steps necessary to obtain an EPC Authorization as well. In this process, comments and recommendations, from the local perspective, are provided to the DEP as to the technical merit of the application. In these permitting scenarios, the EPC is not the primary permitting authority. However, submittal of a complete copy of the DEP solid waste management facility permit application and remittance of the EPC application fee is necessary. Further, pursuant an inter-agency operating agreement, the EPC is responsible for compliance and enforcement related activities at all DEP permitted solid waste management facilities operating in Hillsborough County.

What Rules And Standards Are Applicable To The Management And Cleanup Of Solid Waste?

Local Rules:

Chapter 84-446, as amended, Laws of Florida, the Hillsborough County Environmental Protection Act;

Chapters 1-1 through 1-14, Rules of the EPC. As pertains to solid waste and solid waste management facilities particular attention should be given to Chapter 1-7, Rules of the EPC, Solid Waste Management;

State rules:

- Chapter 62-4, Florida Administrative Code (F.A.C.), Permits;
- Chapter 62-701, (F.A.C.), Solid Waste Management Facilities;
- Chapter 62-702, F.A.C., Solid Waste Combustor Ash Management;
- Chapter 62-709, F.A.C., Criteria for the Production and Use of Compost made from Solid Waste;
- Chapter 62-710, F.A.C., Used Oil Management;
- Chapter 62-711, F.A.C., Waste Tire Rule;
- Chapter 62-730, F.A.C., Hazardous Waste;
- Chapter 62-780, F.A.C., Contaminated Site Cleanup Criteria;
- Chapter 62-785, F.A.C., Brownfields Cleanup Criteria;

Federal rules:

Title 40, Code of Federal Regulations.

What Forms Will I Need?

Depending on the project one or more of the following state and local forms may be required to be submitted to the EPC with the appropriate fee.

DEP Solid Waste Permits

The majority of the below noted DEP forms can be located at the following link or you can contact the EPC: http://www.dep.state.fl.us/waste/quick_topics/forms/pages/62-701.htm .

- 62-701.900(1), Solid Waste Management Facility Permit;
- 62-701.900(2), Notification of Intent to Use a General Permit for a Land Clearing Debris Disposal Facility;
- 62-701.900(6), Application to Construct, Operate or Modify a Construction and Demolition Debris Disposal or Recycling Facility;
- 62-701.900(10), Application for Permit to Construct/Operate a Solid Waste Management Facility for Production of Compost;
- 62-701.900(12), Application for Registration for Used Oil and Used Oil Filter Handlers;
- 62-701.900(18), Waste Tire Collector Registration Application;
- 62-701.900(23), Waste Tire Processing Facility Permit Application;
- 62-701.900(25), Waste Tire Collection Center Permit Application.

EPC Director's Authorizations

EPCSW7-01.30/102299, Revised 04.24.06, Environmental Protection Commission of Hillsborough County Application for Director's Authorization. This form can be picked up at the EPC or you can access it at the following link:

<http://www.epchc.org/PDF%20Forms/AUTHORIZATION%20APPLICATION%20FORM.pdf> .

How Long Will It Take To Get A Permit?

Application Review and Permit Approval Timelines

DEP Construction, Operation and Closure Permits

	Day 0	Day 30	Day 60	Day 90
Pre-application Meeting (suggested but optional)	Application Submission	Completeness Review		Accept or Reject DEP Permit; Issue or Deny Director's Authorization
		Incomplete Submissions/ Applications result in Request for Additional Information (RAI); Restarts Day 0		

DEP General Permit

	Day 0	Day 30
Pre-application Meeting (suggested but optional)	Application Submission	Determination of General Permit Applicability, allow use or disallow use

EPC Director's Authorizations⁽¹⁾

	Day 0	Day 30	Day 60
Pre-application Meeting (suggested but optional)	Application Submission	Completeness Review	Issue or Deny Director's Authorization
		Incomplete Submissions/ Applications result in Request for Additional Information (RAI); Restarts Day 0	

⁽¹⁾ Timelines associated with the review and approvals of EPC Director's Authorizations are agency imposed. Timelines are not required by Rule.

B. Storage Tank Compliance

What tanks are regulated and require a Registration form to be completed?

Underground petroleum product storage tanks greater than 110 gallons and agricultural storage tanks greater than 550 gallons are regulated by the EPC and must be registered with the DEP. Aboveground petroleum product storage tanks greater than 550 gallons are regulated by the EPC and must be registered with the DEP. Pursuant to sections 62-761.300 and 62-762.301, F.A.C, this storage tank program does not include, among other exemptions, mobile above ground storage tanks, residential tanks, or tanks less than 30,000 gallons which store heating oil for use on site.

Statutes, Rules and Standards

Sections 62-761.300 and 62-762.301, F.A.C., (Applicability) are more detailed as to which tanks are regulated by these rules.

Per section 1-1.03, Rules of the EPC, (Approval Required), building permits cannot be issued for “any industrial, commercial, or government facility, equipment, or operation which may reasonably be expected to be a source of air, water or noise pollution” unless submitted to EPC for approval.

Per section 1-12-61.45, Rules of the EPC, a “copy of any building plans which include the installation or upgrade of storage tank systems shall be submitted to the Commission for review.”

Forms and Timeframes

In addition to the DEP’s registration requirements, the EPC requires the following:
Installation and Upgrade Plan Reviews - \$150.00

What to submit?

The completed Application for the Installation or Upgrade of Pollutant Storage Tank Systems including:

- Site plan/Facility diagram
- Comprehensive scope of work
- Equipment checklist with manufacturer’s name, model numbers and equipment numbers
- Siting statement
- Completed and signed Storage Tank Registration Form

Application must be submitted at least 30 days prior to initiation of the installation/upgrading activities.

Closure Application Reviews – No Fees

What to submit?

The completed Application for Closure of Pollutant Storage Tank Systems including:

- Site plan/Facility diagram
- Completed and signed Storage Tank Registration Form

Application must be submitted at least 10 days prior to the initiation of the closure activities.

Minimum 48 Hour Notice is required prior to the initiation of all closure, upgrade, or installation activities per Chapters 62-761/62-762, F.A.C. and Chapter 1-12.

C. Petroleum Cleanup Section

The following are guidelines for review of petroleum/petroleum product site assessment report and remedial action plans.

Upon initial discovery of contamination, the responsible party or owner must notify the EPC pursuant to Chapter 1-7, Rules of the EPC, (Waste Management) and Contamination Reporting, Section 62-770.250, F.A.C.

These guidelines are found by selecting the below links and are intended to provide a general overview of the type of information to be considered by EPC. Some of the information identified in the guidelines may be more appropriately found in other sources.

TEMPLATE SITE ASSESSMENT REPORT

Florida Department of Environmental Protection
Division of Waste Management
Bureau of Petroleum Storage Systems
Petroleum Cleanup

http://www.dep.state.fl.us/waste/quick_topics/publications/pss/pcp/site/instructions.pdf
http://www.dep.state.fl.us/waste/quick_topics/publications/pss/pcp/site/example_te.doc

REMEDIAL ACTION PLAN & SYSTEM DESIGN CHECKLIST

Florida Department of Environmental Protection
Division of Waste Management
Bureau of Petroleum Storage Systems
Petroleum Cleanup

http://www.dep.state.fl.us/waste/quick_topics/publications/pss/pcp/procedures/RAP_Checklist_02-03-04.pdf

SECTION IV. WATER MANAGEMENT DIVISION

A. Domestic Wastewater Permitting

Who needs a permit?

Permits are required for the construction and operation of all domestic wastewater facilities including: collection/transmission systems, treatment works, residuals land application, and effluent disposal sites.

Sources of Domestic Wastewater

Domestic wastewater means wastewater derived principally from dwellings, business buildings, institutions and the like, commonly referred to as sanitary wastewater or sewage.

Domestic Wastewater Permits

The Domestic Wastewater permits processed and/or issued include collection/transmission systems, and wastewater treatment. With delegation of the Domestic Program in May of 1995 from the DEP, this Agency has full permitting and compliance authority for all collection/transmission systems and domestic wastewater facility permits within the geographical jurisdiction of Hillsborough County. Exceptions to this include domestic wastewater facilities discharging to surface waters, and facilities owned and operated by the Hillsborough County Government. For those facilities that are not delegated, the Division is involved by performing joint reviews of the application with the DEP and the Division collects a fee for the review.

Statutes Rules and Standards

The Federal Water Pollution Control Act (Clean Water Act), Florida Air and Water Pollution Control Act and the Hillsborough County Environmental Protection Act established that no wastewaters are to be discharged to any waters (both surface and ground) of the federal, state and local governments without first being given the degree of treatment necessary to protect the beneficial uses of such waters.

Authorization to discharge to the aforementioned waters can only be obtained by the prospective discharger applying for and obtaining a permit from the appropriate environmental agencies. Such a permit is issued only after the applicant provides reasonable assurance that the proposed discharge will not violate water quality standards or cause or contribute to pollution. This demonstration is made through the permit application in the plans, designs, and specifications for the proposed facility or activity. Verification that the standards are met is made through regular sampling and monitoring.

Statutes, rules and standards include:

FEDERAL

Congressional Act: Clean Water Act

STATE

Legislative Act: Chapter 120, Florida Statutes
Chapter 403, F.S. - Florida Air and Water Pollution Control Act

Regulations:

Chapter 62-4	Permit Administration
Chapter 62-40	Water Policy
Chapter 62-160	Quality Assurance
Chapter 62-301	Surface Waters of the State
Chapter 62-302	Surface Water Quality Standards
Chapter 62-520	Groundwater Classes/Standards
Chapter 62-522	Groundwater Permitting/Monitoring
Chapter 62-600	Domestic Wastewater Rule
Chapter 62-601	Domestic Wastewater Treatment Rule
Chapter 62-604	Collection System Permitting Rule
Chapter 62-610	Reuse of Reclaimed Water and Land Application
Chapter 62-611	Wetland Treatment Rule
Chapter 62-620	Wastewater Facility Permitting
Chapter 62-625	Pretreatment
Chapter 62-640	Domestic Wastewater Residuals
Chapter 62-650	Water Quality Based Effluent Limitations
Chapter 62-699	Treatment Plant Classification

LOCAL

Legislative Act: Chapter 84-446, EPC Act
Regulations: Chapter 1-5 Water Pollution
Chapter 1-6 Service-Fee Schedule
Chapter 1-13 Delegation Rule

Forms

Filing for a wastewater facility permit necessitates completing the appropriate form(s) based on activity operation. A listing of the forms in current use is provided below, and can be found on this web link: <http://www.dep.state.fl.us/water/wastewater/forms.htm>

DEP DOMESTIC WASTEWATER PERMIT APPLICATION FORMS:

FORM	TITLE
62-604.300(8)(a)	Notification/Application For Constructing A Domestic Wastewater Collection/Transmission System

62-604.300(8)(b)	Request For Approval To Place A Domestic Wastewater Collection/Transmission System Into Operation
62-604.300(8)(b)	Request For Approval To Place A Domestic Wastewater Collection/Transmission System Into Operation
62-610.300(4)(a)1	Notice of Intent to Use General Permit for Addition of a Major User of Reclaimed Water (3)
62-610.300(4)(a)2	Annual Reuse Report (8)
62-610.300(4)(a)3	Application for Permission to Place a Public Access Reuse System in Operation (4)
62-620.910(1)	Wastewater Facility or Activity Permit Application—General Information—Form 1
62-620.910(2)	Wastewater Permit Application Form 2A for Domestic Wastewater Facilities (49)
62-620.910(9)	Application for a Minor Revision to a Wastewater Facility or Activity Permit (2) (Revised 10/23/00)
62-620.910(10)	Discharge Monitoring Report (6)
62-620.910(11)	Application for Transfer of a Wastewater Facility or Activity Permit (1) (Revised 10/23/00)
62-620.910(12)	Notification of Completion of Construction for Wastewater Facilities or Activities (3) (Revised 10/23/00)
62-620.910(13)	Notification of Availability of Record Drawings and Final Operation and Maintenance Manuals (3) (Revised 10/23/00)
62-621.500(2)(c)	Notice of Intent to Use a Generic Permit for Domestic Wastewater Facilities Under Rules 62-621.500(2)(a) or (b), F.A.C.
62-640.210(2)(a)	Agricultural Use Plan (7)
62-640.210(2)(b)	Residuals Annual Summary (5)
62-640.210(2)(d)	Residuals Monitoring Report (3)

EPC DIRECTOR'S AUTHORIZATION

Form DW-R640(1) - Environmental Protection Commission application for Domestic Wastewater Residuals Land Application Site

Please contact the EPC to acquire a copy of this form.

Permit Review Process and Time Table

With the exception of general permits and standard form permits for domestic wastewater collection/transmission systems, the permit review process for wastewater facilities follow the standards procedures outlined in Chapter 62-620.

Collection/Transmission Systems:

General 30 Days maximum from receipt of a complete application

Individual 30 days maximum for completeness review*
 90 days maximum from receipt of a complete application

Domestic Wastewater Facility Permits

30 days maximum for completeness review*

90 days maximum from receipt of a complete application for an Agency Decision

* This process may repeat until the permit application is deemed complete.

B. Industrial Wastewater Permitting

Who needs a permit?

Permits are required for the construction and operation of all industrial wastewater facilities including: collection, transmission, treatment works, residuals and effluent disposal sites.

Examples of industrial wastewater facilities include: power plants, chemical processing plants, mining operations, bulk oil terminals, fertilizer storage and shipping facilities, car washes, concrete batch plants, tomato wash/packing houses, laundromats, meat/seafood processing and packaging.

Sources of Industrial Wastewater

Industrial wastewater is any wastewater not otherwise defined as domestic wastewater, including the runoff and leachate from areas that receive pollutants associated with industrial or commercial storage, handling or processing. Sources of industrial wastewater include manufacturing, commercial businesses, mining, agricultural production and processing, and wastewater from cleanup of petroleum and chemical contaminated sites. Industrial wastewater discharged under NPDES permits may be subject to federal Effluent Limitations Guidelines (ELG). In addition, all industrial wastewater discharges in Florida must provide reasonable assurance of meeting Florida's Water Quality Standards for surface water (primarily found in Chapter 62-302, F.A.C.) or ground water in order to receive a discharge permit.

Industrial Wastewater Permits

With delegation of the Industrial Wastewater Program in 2000 from the DEP, this Agency has full permitting and compliance authority for all industrial wastewater facility permits within the geographical jurisdiction of Hillsborough County. Exceptions to this include industrial wastewater facilities discharging to surface waters. For those facilities that are not delegated, the Agency is involved by performing joint reviews of permit application with the DEP and the Division collects a fee for the review.

Statutes Rules and Standards

The Federal Water Pollution Control Act (Clean Water Act), Florida Air and Water Pollution Control Act and the Hillsborough County Environmental Protection Commission Act established that no wastewaters are to be discharged to any waters (both surface and ground) of the federal, state and local governments without first being given the degree of treatment necessary to protect the beneficial uses of such waters.

Authorization to discharge to the aforementioned waters can only be obtained by the prospective discharger applying for and obtaining a permit from the appropriate environmental agencies. Such a permit is issued only after the applicant provides reasonable assurance that the proposed discharge will not violate water quality standards or cause or contribute to pollution. This demonstration is made through the permit application in the

plans, designs, and specifications for the proposed facility or activity. Verification that the standards are met is made through regular sampling and monitoring.

Statutes, rules and standards include:

FEDERAL

Congressional Act: Clean Water Act

STATE

Legislative Act: Chapter 120, Florida Statutes
Chapter 403, F.S.-Florida Air and Water Pollution Control Act

Regulations:

Chapter 62-4	Permit Administration
Chapter 62-40	Water Policy
Chapter 62-160	Quality Assurance
Chapter 62-301	Surface Waters of the State
Chapter 62-302	Surface Water Quality Standards
Chapter 62-520	Groundwater Classes/Standards
Chapter 62-522	Groundwater Permitting/Monitoring
Chapter 62-620	Wastewater Facility Permitting
Chapter 62-625	Pretreatment
Chapter 62-650	Water Quality Based Effluent Limitations
Chapter 62-660	Industrial Wastewater Facilities
Chapter 62-670	Feedlot and Dairy Wastewater Treatment Rules
Chapter 62-671	Phosphate Mining Waste Treatment Requirements
Chapter 62-672	Earthen Dam/Phosphate Mining Rule
Chapter 62-673	Phosphogypsum Management
Chapter 62-699	Treatment Plant Classification

LOCAL

Legislative Act: Chapter 84-446, EPC Act
Regulations: Chapter 1-5 Water Pollution
Chapter 1-6 Service-Fee Schedule
Chapter 1-13 Delegation Rule

Forms

Filing for a wastewater facility permit necessitates completing the appropriate form(s) based on activity operation. A listing of the forms in current use is provided below and can be found on this web link: <http://www.dep.state.fl.us/water/wastewater/forms.htm>

DEP INDUSTRIAL WASTEWATER PERMITS APPLICATION FORMS:

FORM	TITLE
62-620.910(1)	Wastewater Facility or Activity Permit Application—General Information—Form 1
62-620.910(3)	Application to Discharge Wastewater from Concentrated Animal Feeding Operations and Aquatic Animal Production Facilities -Form 2B (7)
62-620.910(4)	Application to Discharge Process Wastewater from New or Existing Industrial Wastewater Facilities to Ground Water - Forms 2CG and 2CGA (27)
62-620.910(5)	Application to Discharge Process Wastewater from New or Existing Industrial Wastewater Facilities to Surface Water - Forms 2CS and 2CSA (31)
62-620.910(6)	Permit to Discharge Non-Process Wastewater from New or Existing Industrial Wastewater Facilities to Ground Waters - Application Form 2EG (8)
62-620.910(7)	Permit to Discharge Non-Process Wastewater from New or Existing Industrial Wastewater Facilities to Surface Waters -Application Form 2ES (8)
62-620.910(8)	Permit to Discharge Stormwater Associated with Industrial Activity Application Form 2F (19) (Revised 10/23/00)
62-620.910(9)	Application for a Minor Revision to a Wastewater Facility or Activity Permit (2) (Revised 10/23/00)
62-620.910(10)	Discharge Monitoring Report (6)
62-620.910(11)	Application for Transfer of a Wastewater Facility or Activity Permit (1) (Revised 10/23/00)
62-620.910(12)	Notification of Completion of Construction for Wastewater Facilities or Activities (3) (Revised 10/23/00)
62-620.910(13)	Notification of Availability of Record Drawings and Final Operation and Maintenance Manuals (3) (Revised 10/23/00)
62-620.910(14)	Application for Permit to Operate a Non-Discharge/Closed Loop Recycle System Form 2CR (2)
62-620.910(18)	Permit Application for Permit to Discharge Demineralization Concentrate – Form 2DC
62-621.300(3)(b)	Notice of Intent to Use Generic Permit for Discharges from Concrete Batch Plants
62-660.806(1)(g)	Notification Form to Use General Permit for Disposal of Fresh Citrus Fruit

	Wash Water
62-660.900(4)	Laundromat General Permit Notification Form (Rule 62-660.801, F.A.C.) (3)
62-660.900(5)	Car Wash Recycle System General Permit Notification Form (3)
62-660.900(6)	Sand and Limestone Mine General Permit Notification Form (3)
62-660.900(7)	Tomato Wash Water General Permit Notification Form (3)
62-673.900(1)	Phosphogypsum Stack System Construction/Operation Permit Application (5)
62-673.900(2)	Certification of Completion of Construction for Phosphogypsum Stack System (1)
62-673.900(3)	Phosphogypsum Stack System Closure Permit Application (5)
62-673.900(4)(a)	Phosphogypsum Stack System Trust Fund Agreement to Demonstrate Closure, Water Management and/or Long-Term Care Financial Assurance, effective 7-2-05.
62-673.900(4)(b)	Phosphogypsum Stack System Standby Trust Fund Agreement to Demonstrate Closure, Water Management and/or Long-Term Care Financial Assurance, effective 7-2-05.
62-673.900(4)(c)	Phosphogypsum Stack System Irrevocable Standby Letter of Credit, effective 7-2-05.
62-673.900(4)(d)	Phosphogypsum Stack System Insurance Certificate to Demonstrate Closure, Water Management and/or Long-Term Care Financial Assurance, effective 7-2-05.
62-673.900(4)(e)	Phosphogypsum Stack System Financial Guarantee Bond to Demonstrate Closure, Water Management and/or Long-Term Care Financial Assurance, effective 7-2-05.
62-673.900(4)(f)	Phosphogypsum Stack System Performance Bond to Demonstrate Closure, Water Management and/or Long-Term Care Financial Assurance, effective 7-2-05.
62-673.900(4)(g)	Phosphogypsum Stack System Letter from Chief Financial Officer to Demonstrate Closure, Water Management and/or Long-Term Care Financial Assurance, effective 7-2-05.
62-673.900(4)(h)	Phosphogypsum Stack System Corporate Guarantee, effective 7-2-05.
62-673.900(4)(i)	Financial Assurance Tests for Closure, Water Management and/or Long-Term Care Costs, effective 7-2-05.
62-673.900(4)(j)	Phosphogypsum Stack System Closure, Water Management and Long Term Care Cost Estimate, effective 7-2-05.

Permit Review Process and Time Table

With the exception of general permits, the permit review process for industrial wastewater facilities follow the standards procedures outlined in Chapter 62-620.

General Permits:

30 days maximum from receipt of a complete permit application

Industrial Wastewater Facility Permits:

30 days maximum for completeness review*

90 days maximum from receipt of a complete application for an Agency Decision

* This process may repeat until the permit application is complete.

SECTION V. WETLANDS MANAGEMENT DIVISION

Who needs a permit ?

Authorization from the Wetlands Management Division is required for any land alteration (including the removal of vegetation), surface water management or any type of construction activity, as defined in Section 1-11.02(1)(b), [Rules of the EPC](#), in a wetland or other surface water. The Division issues permits for unincorporated Hillsborough County and the municipalities of Tampa, Temple Terrace, and Plant City. If the activity is near a wetland or other surface water, or the owner is unsure about the existence of a wetland or other surface water, it is strongly recommended that EPC staff be contacted to assist in the determination of whether a permit is needed.

Process

DELINEATIONS

The first step in any activity involving a wetland or other surface water is to determine the jurisdictional limits of the area(s) in question. This is done through a wetland delineation. A delineation is also recommended prior to the purchase of real estate. Knowledge of the actual extent of the wetlands or other surface waters is necessary in order to verify the avoidance of impacts pursuant to Chapter 1-11, Wetlands, Rules of the EPC.

SURVEYS

Once the wetlands or other surface waters have been delineated by EPC staff, a Florida registered land surveyor renders the line(s) into a Special Purpose Wetland Survey to be submitted to EPC staff for review and formal approval. After approval, the jurisdictional line is valid for five years. The jurisdictional line can then be incorporated into the development of a site plan or used in the buyer's determination to purchase new real estate. The jurisdictional line will aid in the planning of the property with emphasis on avoiding impacts to any on-site jurisdictional area(s).

WETLAND IMPACTS

Chapter 1-11, Rules of the EPC and Chapter III of the adopted Basis of Review for Authorization of Activities Pursuant to Chapter 1-11 – Wetlands, prohibits wetland and other surface water impacts unless they are necessary for reasonable use of the property. Staff of the EPC recommends that this requirement be taken into account during the earliest stages of site design so that impacts are avoided or minimized to the greatest extent possible. The size, location, and configuration of the wetlands and other surface waters may result in requirements to reduce or reconfigure proposed lots/buildings and stormwater facilities, re-align the roadways, and ingress/egress easements shown on any plans. Once the requirements of justification and minimization have been satisfied, mitigation for the wetland impact is required. The amount of mitigation is calculated by the application of the Uniform Mitigation Assessment Method (UMAM) Chapter 62-345 F.A.C., which

determines the amount of function that is lost due to the impact. This functional loss must be offset by the proposed mitigation. Mitigation can be in the form of wetland creation, wetland/upland restoration, or the enhancement/preservation of wetlands or uplands. Any combination of these methods may also be used. Once the plan is approved, a mitigation agreement must be signed by the owner / applicant, which is then recorded into the public record. The mitigation is monitored for a number of years to assure its success. A conservation easement over the mitigation area(s) and remaining wetland areas may be required.

If it is the applicant's intention to seek approval for impacts, a separate wetland impact / mitigation proposal and the appropriate review fee, as provided in Chapter 1-6, Rules of the EPC, must be submitted to the EPC for review. Please be aware that a submittal provides no reliance that the wetlands or other surface waters may be developed as proposed and that EPC staff cannot approve plans at the construction phase if unapproved impacts are depicted. Therefore, it is strongly recommended that EPC staff authorization to impact wetlands or other surface waters be obtained prior to the submittal of construction plans.

The encroachment / mitigation plan should be for the project in its entirety. Staff of the EPC will review any proposal and consider it based on its own merit. Generally, to complete a proposal to impact wetlands or other surface waters, the applicant must provide the following information through a separate process:

- A. A narrative describing the project and the justification for each impact requested for project development. Measures taken to demonstrate impact minimization and avoidance must also be documented. A description of the wetlands and other surface waters and impact acreage proposed should be included in the package and the wetlands or other surface waters proposed for impact must be clearly identified on the plans.
- B. A proposal to perform mitigation per Chapter 62-345, F.A.C., the Uniform Mitigation Assessment Method (UMAM) must be included in the submittal. The mitigation proposal must include the following:
 - UMAM review and worksheets;
 - Cross sections indicating slopes, depth of excavation, and water levels;
 - A planting scheme, including types of plants to be used, size, source, and spacing;
 - Total acreage of impacts and mitigation offered; and,
 - Time tables for beginning and completion of mitigation work, monitoring and maintenance schedule and submittal of reports.
- C. Before the construction plan can be approved by EPC staff, a completed 'Wetland Impact Approval and Mitigation Agreement' is required along with the appropriate recording fee.

For more detailed guidance through this and all other Wetlands Management Division permitting processes, please see Chapter 1-11, Rules of the EPC, the Basis of Review for Authorization of Activities Pursuant to Chapter 1-11 – Wetlands, and the Applicant's Handbook which can be found on the agency website at www.epchc.org.

Rules

There are various rules that are used by the Wetlands Management Division to perform its required duties in wetlands protection. They are listed below along with a brief description.

EPC Act and rules

The Enabling Act, Chapter 84-446, Laws of Florida

The EPC Act created the EPC and placed the County Commissioners at its head. It sets out duties and powers, ability to adopt rules, require permits and take enforcement. It prohibits pollution of air, land, and water.

General Rules, Chapter 1-1

This rule requires that EPC review all building permits for any facility that may be a potential source of pollution. It provides procedures for sampling and/or testing for pollutants as well as methods for analyzing and recording the results. It makes concealment of any discharge of pollutants a violation of the EPC Act.

Administrative Procedures, Chapter 1-2

The intent of this rule is to encourage non-adversarial dispute resolutions. It identifies the various available dispute processes and the procedures for using each. This includes options like mediation, administrative hearings before a hearing officer, petition for hearing under the state's Chapter 120 for delegated programs, variances or waivers, and claims under the Bert Harris Act.

Water Quality Rule, Chapter 1-5

This rule establishes water quality standards for all waters of Hillsborough County and gives the Wetlands Management Division the authority to take enforcement action in cases of turbidity exceedences and review potential impacts to groundwater quality.

Services-Fee Schedule , Chapter 1-6

This rule provides for all fees charged by the EPC for the various reviews performed and establishes reimbursement costs for enforcement activities, cost for data processing / analysis, cost of copies and procedures for requesting a fee waiver.

Pollution Recovery Fund, Chapter 1-9

The Pollution Recovery Fund (PRF) contains all monies collected as penalties or judgments in enforcement cases. This rule establishes appropriate uses of this money, including limited funding of the Artificial Reef program. Applications for funds are accepted once a year for a variety of environmental projects. Wetlands Management Division staff reviews projects involving wetlands and other surface waters and provide comments and recommendations.

Wetland Rule, Chapter 1-11

This rule provides local standards for the protection, maintenance and utilization of wetlands and other surface waters within Hillsborough County. It provides for the identification and

protection of wetlands, minimum requirements for mitigation, allowable Miscellaneous Activities in Wetlands, and various exemptions. It also allows for the designation of Wetland Recovery Areas. The rule also provides for and adopts the Basis of Review for Authorization of Activities Pursuant to Chapter 1-11 – Wetlands.

Delegation Rule, Chapter 1-13

This rule provides for and encourages the EPC to seek delegation of other governmental environmental regulatory programs. It includes specific existing delegation agreements. Obtaining delegation enhances the EPC’s efforts to provide “one-stop” environmental permitting in Hillsborough County.

Mangrove Rule, Chapter 1-14

DEP has delegated its authority to the EPC for the regulation of trimming and alteration of mangroves in Hillsborough County. This rule provides guidelines for these activities in Hillsborough County including permit requirements, exemptions and qualifications for professional mangrove trimmers.

State Rules

EPC implements state rules and methodologies in determining the limits of wetlands or other surface waters, and the amount of mitigation needed for approved wetland impacts.

The Delineation of the Landward Extent of Wetlands and Surface Waters - Chapter 62-340 F.A.C.

This rule is binding on all state and local agencies that determine wetland boundaries. The landward extent of wetlands is determined by the application of this rule using three criteria: hydrology, soils and vegetation. If two of these three indicators are present, the area can be designated as a wetland.

The Uniform Mitigation Assessment Method (UMAM) - Chapter 62-345 F.A.C.

The application of this rule determines the amount of mitigation required to offset any approved wetland impacts. This is done by assessing the loss of wetland function as a result of impacts to the wetland. Three categories are used in this assessment: the location of the wetland in the landscape, the quality of the wetland’s water environment and the quality of the wetland’s community structure. A risk score based on the risk that the mitigation will be successful and provide the intended functions, and lag time to achieve the intended function are factored into the mathematical formula used to calculate mitigation required to offset wetland impacts.

Forms

Please check the agency website at <http://www.epchc.org/forms.htm> to find the appropriate form when submitting a request to this agency. All the appropriate forms are under the heading “Wetland Management”. Presently, forms that require no payment can be submitted

electronically to the agency. All others must be submitted by mail or in person. A list of these forms can be found below:

Notice of Exempt Activities in Wetlands (Form WEA 10)
Application for Nuisance Vegetation Removal in Wetlands (Miscellaneous Activities in Wetlands Form WNV 15)
Mangrove Trimming Application
Professional Mangrove Trimmer Registration Form
Application to Perform Miscellaneous Activities in Wetlands
Wetlands Delineation Request Form
Mitigation Agreement for Individual or Corporation
Assignment of Responsibility
Conservation Easement Document
Escrow Agreement
Performance Bond Document
Letter of Credit - Example Form

The Wetlands Management Division is a commenting agency for permits from Hillsborough County and the municipalities. Please contact these entities for their application information.

Other agency contacts (There may be overlapping jurisdictions)

City of Tampa (within the Tampa City limits) - The Construction Services Division is part of the Growth Management and Development Services Department. The division reviews construction plans, issues permits, and performs the necessary inspections to ensure building projects are built safely and in compliance with state and local codes and regulations. The City offices are located at 1400 North Boulevard - Tampa, Florida 33607. They can be contacted by phone at: (813) 274-3100 Fax: (813) 259-1712 or check their website at www.tampagov.net.

City of Temple Terrace (within the Temple Terrace City limits) - The Engineering Department is responsible for the administration of the City's Capital Improvement Program (CIP) including the design, permitting, construction and inspection of street, storm drainage, sidewalk, water and sanitary sewer projects. In addition, the Engineering Department reviews site plans and final plats submitted for private development projects; designs minor CIP projects; performs inspection of private infrastructure; administers the annual resurfacing and sidewalk programs; and responds to inquiries regarding flood zone information, street lighting, traffic and drainage. The City offices are located at 11210 53rd Street - Temple Terrace, Florida 33617. They can be contacted by phone at: (813) 989-7144 or check their website at www.templeterrace.com.

City of Plant City (within the Plant City limits) - The duty of the Building Division, a part of Development Services, is to review construction plans and documents for code compliance, issue permits for said projects (building, plumbing, electrical, mechanical, gas,

etc.) and make inspections on permitted projects to ensure code compliance. The Building Division also permits fences, roofs, re-roofs, siding, window replacement, irrigation systems, alarm systems, etc. The City offices are located at 302 W. Reynolds St. P.O. Box C - Plant City, FL 33563 They can be contacted by phone at: (813) 659-4200 Fax: (813) 659-4206 or check their website at www.plantcitygov.com.

Hillsborough County (within the limits of unincorporated Hillsborough County) - the Planning and Growth Management Department (PGMD) is a full service community development department conducting planning, zoning, development review, permitting and inspections services. The Department serves the public under the direction of the Board of County Commissioners and the County Administrator. Basic services for planning and managing the County's growth are focused on planning for future additions of new residential subdivisions and commercial development, meeting the provisions of the County's Land Development Code, planning for capital improvements, and ensuring development is built to life-safety and codes construction standards. The County offices are located in the 20th floor of the County Center, 601 East Kennedy Boulevard. - Tampa, FL 33602. They can be contacted by phone at (813) 272-5920 or check their website at www.hillsboroughcounty.org.

Tampa Port Authority (generally within Tampa Bay, all rivers and creeks to the limits of tidal (saltwater) influence and Lakes Keystone and Thonotosassa) - The Tampa Port Authority Engineering Department's primary function is to manage the Port's Capital Improvement Program. Businesses, tenants, and property owners within the jurisdictional limits of the port who wish to construct modifications or improvements to their facilities must submit for a permit from the engineering department. The EPC has certain delegations to review applications and draft permits for the Tampa Port Authority. The Tampa Port Authority International Headquarters are located at 1101 Channelside Drive Tampa, FL 33602. They can be contacted by phone at (813) 905-7678; US toll free telephone: (800) 741-2297 Fax: 813-905-5109 or check their website at www.tampaport.com.

Southwest Florida Water Management District (County wide) - The District issues three major types of permits - water use, environmental resource or surface water, and well construction. Within those main categories are two tiers: general and individual permits. General permits are issued for water quantities below a specified amount. Individual permits are for larger quantities and require approval of the Governing Board. Environmental Resource Permits (ERP) must be obtained before beginning any construction activity that would affect wetlands, alter surface water flows, or contribute to water pollution. Water Use Permits (WUP) allow the withdrawal of a specified amount of water, from the ground or from a lake or river. The water can be used for irrigation, manufacturing and drinking water. Well Construction Permits are required prior to installation of a well within the District. Permits ensure that wells are constructed by qualified contractors and meet rigid safety and durability standards. The Tampa Regulation Department office issues permits for Hillsborough and Pinellas counties and is located at 7601 U.S. Hwy. 301 - Tampa, FL 33637-6759. They can be contacted by phone at (813) 985-7481 or 1-800-836-0797 (FL only) or check their website at www.swfwmd.state.fl.us.

Florida Department of Environmental Protection (County wide) - The Environmental Resource Permit (ERP) Program regulates activities involving the alteration of surface water flows. This includes new activities in uplands that generate stormwater runoff from upland construction, as well as dredging and filling in wetlands and other surface waters. ERP applications are processed by either one of the Department's districts or one of the state's water management districts, in accordance with the division of responsibilities specified in operating agreements between the Department and the water management districts. The EPC issues wetland impact permits that are similar to some ERPs and the EPC is pursuing limited delegation of ERPs from the DEP. The Southwest District (Tampa) Office is located at 13051 N Telecom Parkway - Temple Terrace, FL 33637-0926. They can be reached by phone at (813) 632-7600 Fax (813) 632-7665 or check their website at www.dep.state.fl.us.

Army Corps of Engineers (County wide) - A Nationwide permit is issued for activities affecting the Water of United States. The Tampa Regulatory Office (Gulf Coast Area Office) is located at 6320 S. Dale Mabry Hwy., Tampa, FL 33611-5100. They can be reached by phone at (813) 831-4894 or check their website at <http://www.saj.usace.army.mil/>.

Review Timeframes

Most timelines associated with Wetlands Management Division reviews are dependent on the agency that the Division is providing comments to. Review is contingent on receiving a complete application / submittal and any applicable fee. These timeframes vary with the types of reviews (commercial, land alteration, subdivision, etc.) and with the clearinghouse entity (PGMD or one of the municipalities).

The Wetlands Management Division does have internal timeframes for in-house reviews, again contingent on a complete application.

1. Field Delineations - wetland delineations must be initiated within 30 days of receipt of a complete application.
2. Wetland Impact & Mitigation Proposals - within 30 days of receipt of a complete application staff will issue comments either through an Executive Director's approval letter or a request for additional information. Within those 30 days a mitigation committee meeting involving the applicant may be scheduled if staff determines that more information is needed to approve the proposal. At the end of the meeting, the applicant will receive a written summary of all information needed to allow staff to finalize a recommendation to the Executive Director.
3. Miscellaneous Activities in Wetlands - a determination will be issued within 30 days of the receipt of a complete application.

4. Noticed Exemptions - a default approval is given if there is no agency response within 30 days of receipt of a complete application. In all cases, this agency will strive to provide a written response within the 30 day timeframe.