

## SEPTIC TO SEWER CONVERSION NEXT STEPS EASY AS 1-2-3

Upon receipt of the 90-Day Notification from the City of Hollywood Utilities Billing Division, a connection to the City’s gravity sewer system is available. This means there should be a cleanout available near the property line which will serve as the point of connection. Work for sewer connections, septic to sewer conversions, pump and abandonment permits are considered Plumbing Permits and are to be performed by a licensed plumber.

Step 1: Obtain a plumber. These types of Plumbing Permits can be submitted electronically to the Building Department via email to [ePermits@hollywoodfl.org](mailto:ePermits@hollywoodfl.org)

Step 2: Submit permit. Permit submittals shall include a PDF file containing the following:

- Uniform Building Permit Application *completely* filled out and notarized
- Letter of Transmittal routing to Plumbing and Water/Sewer for reviews
- Plans showing: location of existing septic tank being abandoned, punched and filled; new sewer cleanout located near property line; and size of cleanout and sewer lateral
- For lift stations being abandoned: A separate demolition permit is required for disconnection of electric service from FP&L, capping of forcemain, and punching and filling the wet well.

Step 3: Sewer Reserve Capacity Charge (RCC) assessment. Prior to issuance of permit, a Sewer RCC is included is added as part of the permit fee. Contact the Utilities Billing Division in City Hall, Room 103 to arrange a Payment Plan if unable to pay at time of permit issuance.

The RCC is based upon the size of the existing domestic/potable water meters on site as follows:

Sewer RCC	
<b>RESIDENTIAL</b>	
Single Family, 5/8" meter	\$2,130.00
Single Family, 1" meter	\$2,130.00
Duplex/Triplex (per unit), 5/8" meter	\$2,130.00
Mobile home (per unit), 5/8" meter	\$608.34
Multi-family (3 or more units)	\$1,521.66/unit
<b>NON-RESIDENTIAL</b>	
5/8" meter	\$2,130.00
1" meter	\$5,325.00
1-1/2" meter	\$10,650.00
2" meter	\$17,040.00
3" meter	\$34,080.00
4" meter	\$53,250.00
6" meter	\$106,500.00
8" meter	\$170,400.00

Remember to call in all inspections to close out the permit.

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[hollywoodfl.org](http://hollywoodfl.org)