



Resilient Environment Department

BUILDING CODE DIVISION | BUILDING PERMITTING

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • broward.org/building

Septic Tank to Sewer Conversion

1. Plans are to be submitted to **Development and Environmental Review** Please contact DERPlans@broward.org or submit online application at <https://webapps.broward.org/EPermits/>.
2. You will be required to submit the Development Order approval certificate with **complete current version of the Broward County Uniform Building Permit Application** and two sets of plans to Building Code Division located at 2307 West Broward Boulevard, Suite 300, Fort Lauderdale, FL 33312. For more information contact (954) 765-4400 or email to building@broward.org. For eligible [ePermits](#), only one set of the plans are required.
3. If your job is valued at \$5,000.00 or more, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Taxes and Treasury Division (RTT)** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A certified copy of the current recorded Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Division, prior to the scheduling the first inspection. For further information, please call (954)831-4000 or send an email to records@broward.org.

Useful Instructions for Installing a Sewer

4. Dig a trench from your house to the sewer connection. At the high point (near your house) you need to have a minimum of 1 foot of cover over the pipe.
5. If the building drain does not have the minimum of 1 foot of cover over the pipe when it comes out of the building, you should roll it down at this point by using two 45-degree fittings.
6. If the existing building drain is cast iron, purchase a transition fitting to go from cast iron to PVC. This is usually a 3"x 4" Fernco increaser.
7. Slope the pipe from the house to the sewer connection at a minimum 1/8 of an inch per foot. Do not bend the pipe around any obstructions, use appropriate fittings.
8. Purchase only approved PVC drainage pipe and drainage fittings.
9. Use purple primer to clean PVC pipe and fittings before applying the PVC cement.
10. Install a two way clean out at the juncture of the building drain and building sewer + or – 30 inches beyond the building exterior wall. Install clean outs at each change of direction that is more than 45 degrees and every 100 feet.
11. In some cases, you may have to run the pipe from the rear yard to the front yard or parallel to an exterior wall. Use caution not to undermine your foundation.
12. **Trench location.** Trenches installed parallel to footings shall not extend below the 45-degree (0.79 rad) bearing plane of the footing or wall.

13. The pipe shall be bedded in clean fill, no stones larger than ½ inch, and supported for the entire length.
14. **Support of piping.** Buried piping shall be supported throughout its entire length.
15. **Backfilling.** Loose earth, free from rocks, broken concrete, frozen chunks, and other rubble, shall be placed in the trench in 6-inch (152 mm) layers and tamped in place. The backfill under and beside the pipe shall be compacted for pipe support. Backfill shall be brought up evenly on both sides of the pipe so that the pipe remains aligned. In instances where the materials manufacturer's installation instructions are more restrictive than those prescribed by the code, the material shall be installed in accordance with the more restrictive requirement.
16. After you have installed your sewer line, you must pump and abandon your septic tank. You must hire a properly licensed septic tank pumping company. Keep the receipt and display it with your permit card so that when you call for a Sewer Inspection it will be available for the inspector to see. Once the septic tank is pumped out, a hole must be punctured in the bottom for the inspector to see at the time of the Sewer Inspection. You must also have enough Clean Fill onsite to fill in the Septic tank up to the top of it at this inspection.
17. You should now backfill your trench and abandoned septic tank and request your Final Inspection.
18. At all times use caution and protective gear. Purchase construction safety tape to put around your open trenches and pumped out septic tank until they are backfilled.