



Miami-Dade Private-Well Record and Permit Readiness Checklist

A printable record-gathering and decision-routing form for a proposed or existing private well.

Property address _____	Folio / parcel ID _____
Owner / applicant _____	Prepared by _____
Decision date _____	Current stage New well / repair / final / operation / sale / renovation

Purpose and use

Use this before a new well, final inspection, operating-permit question, sale, renovation, or system change. It helps you assemble the records that the applicable agency and responsible professionals may need; it does not determine whether a permit or final approval will be issued.

Complete what you know. Mark missing information as **NOT YET VERIFIED** rather than guessing. Bring this form, the listed records, and the property details to a scoped review.

1. Start with the system and decision

Do ne	Record or question	What to gather or confirm	Status
[]	Intended use and users	Single home, rental, commercial, care, shared, irrigation, or other use is identified.	Verified / Not yet verified
[]	Public utility context	Available water and sewer information, utility letters, and connection constraints are collected if relevant.	Verified / Not yet verified
[]	Authority map	Current well-permitting, environmental-plan-review, potable-water-supply, and building-permit contacts are identified for this property.	Verified / Ask agency
[]	Decision to make	Write the actual decision: buy, build, repair, close a permit, operate, sell, expand, or investigate a problem.	Written



2. Assemble the well construction record

Do ne	Record or question	What to gather or confirm	Status
[]	Permit and approval records	Collect available well construction, repair, abandonment, environmental, and building records. Record issuing authority and date.	Attached / Missing
[]	Completion and location record	Collect available completion report, as-built, site plan, coordinates, survey, elevation, and wellhead location information.	Attached / Missing
[]	Contractor and equipment record	Identify the licensed well contractor, drilling date, pump, motor, pressure tank, controls, treatment equipment, and service history where available.	Attached / Missing
[]	Existing-condition evidence	Photograph the wellhead and accessible equipment. Record labels, alarms, visible leaks, physical damage, and access limits without diagnosing a cause.	Logged

3. Confirm the applicable permit and operating path

Do ne	Record or question	What to gather or confirm	Status
[]	System classification question	Ask the applicable agency whether the intended use is a private domestic well or whether a public or limited-use water-system path applies.	Agency response needed
[]	County operating-permit question	For a system that may be subject to Miami-Dade potable-water-supply requirements, confirm whether environmental plan review, an operating permit, or other county action applies.	Agency response needed
[]	Final and inspection record	Collect open comments, inspection history, failed items, corrections, approval letters, and expiration dates. Do not rely on verbal status.	Attached / Missing
[]	Responsible-party map	List the owner, applicant, contractor, laboratory, surveyor, utility, and responsible design professional for each missing item.	Complete / Open

4. Water quality and treatment records

Do ne	Record or question	What to gather or confirm	Status
[]	Current laboratory reports	Collect dated reports and the laboratory name. Florida DOH recommends annual bacteria and nitrate testing for private wells; project or agency needs may differ.	Attached / Ask agency



Done	Record or question	What to gather or confirm	Status
☐	Sampling context	Record sample date, collection point, collection instructions used, raw versus treated condition, and any treatment operating state.	Logged
☐	Treatment and discharge	Identify treatment equipment, service records, filters, backwash or waste-disposal path, and available product documents. Do not prescribe treatment from this form.	Attached / Missing
☐	Result routing	Send interpretation, health, and compliance questions to the applicable agency and qualified laboratory or licensed professional.	Routed

5. Missing-evidence and next-action log

Use one line per missing record, agency question, or field item. A complete log is more useful than an assumed answer.

Item	Owner	Due / source	Status

Request a Masterbuild Septic or Well Permit Diagnostic

Send the completed checklist, property address or folio, available permits and reports, open comments, and your decision date to osmany.portal@masterbuildconsulting.com. Masterbuild will confirm project fit and a written scope before engineering work begins.

Informational only. Not a permit, agency determination, product approval, water-quality certification, or engineering design, and not a substitute for a site-specific evaluation by the responsible licensed professionals. Requirements vary by system classification, jurisdiction, site conditions, and permit date. Verify current Florida Department of Health, Miami-Dade County, water-management district, and other applicable agency requirements. Information current as of 2026-09-04.

Sources verified 2026-09-04

Florida Department of Health - Well Construction in Florida: <https://www.floridahealth.gov/community-environmental-public-health/environmental-public-health/water-quality/drinking-water/well-construction-in-florida/>

Florida Department of Health - Private Well Water Testing: <https://www.floridahealth.gov/community-environmental-public-health/environmental-public-health/water-quality/drinking-water/private-wells/>

Miami-Dade County - Potable Water Supply Permit: https://www.miamidade.gov/global/permit.page?Mduid_permit=per1760018357555941