



CITY OF HIALEAH
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION

WASTE SERVICES PERMIT – SOLID WASTE BROKERS PROGRAM

EFFECTIVE OCTOBER 1, 2021

On May 25, 2021, the City Council adopted Hialeah, Fla. Ordinance 2021-052, effective October 1, 2021, which created a new waste services permit program for brokers of solid waste collection services. Ordinance 2021-052 was subsequently amended on September 14, 2021 by adopting Hialeah, Fla. Ordinance 2021-081 to make minor clarifications to the prior ordinance. A copy of both Ordinances has been uploaded to this webpage or can also be obtained by requesting a copy by email from the Office of the City Clerk at cityclerk@hialeahfl.gov. Please take a moment to read the Ordinances thoroughly to familiarize yourself with the new program regulations and requirements. If you have any questions about the changes or the program in general, please address them to Yasmani Diaz, Solid Waste Supervisor at ydiaz@hialeahfl.gov, with a copy to Armando Vidal, P.E., Public Works Director at avidal@hialeahfl.gov and to Patricia Jaime at pj13150@hialeahfl.gov.

This Notice serves to provide you some basic instruction and information about the application process and minimum requirements for a waste services permit to act as a broker for the procurement of solid waste collection services in the City.

Waste Services Program for Brokers (see new Section 78-162)

If you are a broker in the business of procuring solid waste collection services from private collectors for the benefit of third parties, or as otherwise defined by Hialeah, Fla. Ordinance 2021-052, you must apply for and obtain a waste services permit from the city prior to providing those services to any person in the city.

You will find the application for a waste services permit on this webpage. The pdf file is entitled “Application Package Waste Services Permit (Brokers)” and contains all the forms you will need.

The application requirements are provided at Section 78-162 (page 19, Hialeah, Fla. Ordinance 2021-052) and summarized as follows:

- 1) Identify the applicant by name and provide the business address; provide the name and address of all principal officers including any authorized local officers, directors or agents
- 2) Provide a complete list of customer names, service addresses and billing addresses for each account procured or managed
- 3) For each customer or account identified, provide the type of service provided, frequency, type and capacity of collection container used, the name and contact information of the private collector servicing the account
 - a. If a compactor is used, provide a description of the compactor including size, type, identification number and name and contact information of private collector responsible for the removal of the compacted waste
- 4) Provide a certificate of insurance naming the City as additional insured providing the coverages required by Section 78-162(3)(b)(3) (pages 19-20, Hialeah, Fla. Ordinance 2021-052)
- 5) Provide indemnification in the form provided by the City. (See Indemnification Agreement provided in the Application Package)

When you have completed the application together with all supporting information, documents, insurance, bond and agreements, please submit a signed copy with all originals via certified mail to the Solid Waste Supervisor, Yasmani Diaz at the address indicated below together with a check in the amount of \$1,500.00 representing the annual permit fee payable to the City of Hialeah. A copy of your complete application package must also be submitted by email to Yasmani Diaz at ydiaz@hialeahfl.gov with a copy to Patricia Jaime at pj13150@hialeahfl.gov.

Yasmani Diaz, Supervisor
Solid Waste Division of Public Works
City of Hialeah
3700 West 4th Avenue
Hialeah, FL 33012

The City will review your application and notify you of its approval or denial, and if denied, the reasons for denial, by contacting the agent authorized on the application form on behalf of the applicant in writing by certified mail.

If your application is approved, you will be issued a waste services permit and you may then proceed to apply for a local business tax receipt through the Business Tax Division at City Hall – 1st Floor. Information on the application process for a Business Tax Receipt is available in person at the Business Tax Division office or online at <https://www.hialeahfl.gov/153/Business-Tax>.

DEADLINE

YOU MUST COMPLY WITH THE REQUIREMENTS OF HIALEAH, FLA. ORDINANCES 2021-052 AND 2021-081 BY SUBMITTING YOUR APPLICATION NO LATER THAN OCTOBER 15, 2021 TO AVOID CIVIL PENALTIES OR OTHER ADMINISTRATIVE ENFORCEMENT ACTION.

Should you have any questions about the program, application process or the requirements of Hialeah, Fla. Ordinances 2021-052 or 2021-081 please submit them in writing by email to Yasmani Diaz at ydiaz@hialeahfl.gov with a copy to Armando Vidal, P.E., Public Works Director at avidal@hialeahfl.gov and a copy to Patricia Jaime at pj13150@hialeahfl.gov.

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APPLICATION # _____
 APPROVED DATE: _____
 DENIED DATE: _____

the Director's Office
 Department of Public Works
 Solid Waste Division
 3700 W 4th Avenue Hialeah, Florida 33010
 Phone:305-687-2636
 Email:ydiaz@hialeahfl.gov

APPLICATION FOR WASTE SERVICE PERMIT (BROKERS)

1. APPLICATION TYPE: <input type="checkbox"/> Initial Application Date: _____ <input type="checkbox"/> Renewal Date: _____	
2. BUSINESS INFORMATION: Name _____ D/B/A _____ Business Location Address _____	3. OTHER INFORMATION: Authorized Representative _____ Title _____ Business Mailing Address _____
4. CONTACT INFORMATION: Contact Person _____ Business Phone _____ Alt. Phone _____ E-mail _____	5. HIALEAH BUSINESS TAX RECEIPT: (FOR OFFICIAL USE ONLY) BTR# _____ Issued Date _____ <i>*It shall be unlawful for and a violation of the City of Hialeah Code of Ordinances ("City Code") for person to carry on or conduct any business, profession or occupation or provide any services in the City of Hialeah without first obtaining a Business Tax Receipt pursuant to Chapter 86 of the City Code.</i> <i>* Applicant is responsible to pay for the applicable Business Tax as set forth in Chapter 86 of the City Code.</i>

6. CORPORATE INFORMATION: – Proof of Incorporation for the State of Florida must be enclosed. If not incorporated in the State of Florida; provide information certifying that the applicant is qualified to conduct business in the State of Florida. ***Proof of Incorporation must be submitted with application or proof that business is registered to conduct business in the state of Florida must be submitted***

Sole Ownership Partnership Corporation Other (Describe) _____

If partnership or corporation, list the name(s), business address(s) and position(s) of principle officers and stockholders and others have financial/controlling interest. If corporation is publicly owned, list local managing officers.

Name _____ Position: _____

Name _____ Position: _____

Name _____ Position: _____

9. INSURANCE AGENCY INFORMATION:

Name of Insurance Agency _____ Contact Person _____
Agency's Address _____ Agency Phone # _____

10. INSURANCE CARRIER INFORMATION: Applicants must have a minimum per occurrence in commercial general liability \$500,000 bodily AND property. *** The applicant must provide original certificates of insurance to the Department with its initial application for a franchise and with each renewal application.

General Liability Insurance Carrier _____ Policy# _____

Amount of coverage (per occurrence) \$ _____ /Bodily Injury, \$ _____ /Property Damage

Automobile Liability Insurance Carrier _____ Policy# _____

Amount of coverage (per occurrence) \$ _____

11. PERMIT FEES:

The Applicant shall pay an annual permit fee in the amount of \$1,500.00 when the applicant submits its initial application and when the applicant/permittee submits subsequent applications for permit renewals. The permit fee is non-refundable. Please provide a check, money order or cashier's check in the amount of the total fees due payable to the City of Hialeah.

I certify, under penalty of perjury, that the information provided herein, and the documents submitted in support thereof, is true and correct, to the best of my knowledge, and I understand that any false statements could result in penalties as provided by law.

Name Title Signature Date

AN APPLICANT FOR A WASTE SERVICES PERMIT SHALL NOT PROVIDE COLLECTION SERVICES TO ANY PERSON, AND SHALL NOT ALLOW COLLECTION SERVICES TO BE PROVIDED TO ANY PERSON ON THE APPLICANT'S BEHALF, UNTIL THE CITY ISSUES A WASTE SERVICES PERMIT TO THE APPLICANT. THIS PROHIBITION INCLUDES BUT IS NOT LIMITED TO THE DELIVERY OF COLLECTION CONTAINERS TO ANY ACCOUNT OR CUSTOMER OF THE APPLICANT. APPLICANTS FOR A WASTE SERVICES PERMIT AND PERMITTEES SHALL NOT USE, HIRE, OR ENTER INTO A CONTRACT WITH A PRIVATE COLLECTOR UNLESS THE PRIVATE COLLECTOR HAS A CURRENT NON-EXCLUSIVE FRANCHISE AND IS IN GOOD STANDING WITH THE CITY.

ANY PERMIT ISSUED BASED ON THIS APPLICATION IS SUBJECT TO ALL APPLICABLE REQUIREMENTS AND REGULATIONS SET FORTH IN CHAPTER 78 OF THE CITY CODE, AS WELL AS ANY OTHER APPLICABLE LOCAL, COUNTY AND STATE ORDINANCE, LAW AND REGULATIONS.

DEADLINE

YOU MUST COMPLY WITH THE REQUIREMENTS OF HIALEAH, FLA. ORDINANCES 2021-052 AND 2021-081 BY SUBMITTING YOUR APPLICATION NO LATER THAN **OCTOBER 15, 2021** TO AVOID CIVIL PENALTIES OR OTHER ADMINISTRATIVE ENFORCEMENT ACTION.

Should you have any questions about the program, application process or the requirements of Hialeah, Fla. Ordinances 2021-052 or 2021-081 please submit them in writing by email to Yasmani Diaz at ydiaz@hialeahfl.gov with a copy to Armando Vidal, P.E., Director of Public Works at avidal@hialeahfl.gov and a copy to Patricia Jaime at pj13150@hialeahfl.gov.

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*****DO NOT WRITE BELOW THIS LINE (OFFICIAL USE ONLY) *****

Supporting documentation checklist:

- Completed & signed Application Form.
- Copy of City of Hialeah Business Tax Receipt.
- Proof of Incorporation in Florida.
- Compactors description.
- Complete Customer List.
- Certificate of Insurance.
- Permit Fee Payment Accepted.
- Violations verified.
- Signed Indemnity.
- Other documents: _____

Application Received by: _____

Date: _____

Approved by: _____

Date: _____

Denied by: _____

Date: _____



CITY OF HIALEAH WASTE SERVICE PERMIT INDEMNIFICATION AGREEMENT

To the greatest extent allowed by law and intending to be legally bound, Permittee, unconditionally and unequivocally, for itself, its successors, assigns, executors, administrators, officers, employees, licensee and invitees, hereby waives, releases, holds harmless, indemnifies, covenants not to sue, agrees to defend, and forever discharges the City and its officers, whether elected or appointed, its directors, managers, agents, servants, and employees (jointly referred to as "City Indemnified Parties") from and against any and all claims, suits, or actions, or any monetary damages for personal injury, death or property damage, including any loss, fee, or expense, together with all attorney's fees and court costs, up to and including appellate review, and from any orders, judgments or decrees which may be entered as a result of the adjudication of any claims made against the City Indemnified Parties, arising out of, in connection with or attributable to, directly or indirectly, in whole or in part, any act, omission or negligence of Permittee, Permittee's officers, directors, employees, agents, contractors or sub-contractors, or any person whose acts or omissions may be attributed or imputed to Permittee or for which Permittee may be held liable, in the provision of solid waste collection services, transportation, and/or disposal activities, and/or the use of any public streets for the purposes authorized by the Waste Services Permit issued pursuant to the City of Hialeah Code of Ordinances. The Permittee shall undertake at its own expense the defense of any cause of action which may be brought against the City Indemnified Parties for damages or equitable relief or for any other cause of action arising or alleged to have arisen out of, in connection with or attributable to the foregoing and, in the event any final judgment therein should be rendered against the City Indemnified Parties, the Permittee shall promptly pay the final judgment together with all costs, fees and expenses assessed against the City Indemnified Parties.

The undersigned swears under oath or affirms that he or she is duly authorized to execute this Indemnification Agreement and legally bind Permittee to its terms and conditions.

Permittee: _____

By: _____ (signature)

Date: _____

Name: _____

Title: _____

STATE OF FLORIDA)
) SS
COUNTY OF MIAMI-DADE)

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 20___, by _____, in his or her official capacity for Permittee. He/She is personally known to me or has produced _____ as identification and did (did not) take an oath.

Commission number: _____

Title: Notary Public, State of Florida

Typed/Printed or stamped name