

**HELIPORT AND HELIPAD APPROVAL PROCESS**

The Miami-Dade Aviation Department (MDAD) does not approve heliport/helipad locations; this is handled by the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT).

1. Proponent must file form 7480-1 Notice of Landing Area Proposal with the FAA. This form is available at <http://forms.faa.gov/forms/faa7480-1.pdf>
2. Proponent receives letter of acknowledgment from the FAA.
3. Proponent checks with local zoning for any heliport restrictions. The contact number for County's Department of Regulatory and Economic Resources (RER) is 305 375-2800.
4. Upon receipt of FAA determination letter, the proponent contacts FDOT by applying on their web site for site approval. There is a 45 day waiting period. If no opposition to the proposal is offered, after 45 days, the proponent must register the landing area with FDOT Airport Registration Renewal & New Airport Site Approval by using their website at [www.florida-aviation-database.com](http://www.florida-aviation-database.com).
5. Proponent must re-register every 2 years thereafter
6. FDOT issues site approval letter (by e-mail).
7. FDOT helicopter landing pad permits are handled by:

Ms. Alice Lammert  
Private Airport and Finance Manager  
FDOT Aviation Office  
Central Office  
Tallahassee  
E-mail: [alice.lammert@dot.state.fl.us](mailto:alice.lammert@dot.state.fl.us)  
Telephone no: 850-414-4503  
Fax: 850- 412-8045

For Additional Information: <https://www.fdot.gov/aviation/pvtairport.shtm>

- All of helicopter flights must be in strict accordance with FAA ATC requirements and directions.
- All helicopter flights must not interfere with airport operations and must not constitute an airport hazard under Sections 333.02 of the Florida Statutes.