UTILITY SERVICES APPLICATION GUIDE

Rev: 11 | **Revision Date:** 10/01/2026 | **I.D. Number:** E-ENG-54

Appl. Date: _____ Est. Install Date: _____

Billing Account Information

Account Holder: _____

Billing Address: _____

Phone: _____ Email: _____

CITY STAFF USE ONLY

Water Account #_____

Utility Billing Approved: ☐ Yes ☐ No

City ENG Plan Reviewer Approval

Signature/Date: _____

Phone Ext.: _____

Project Point of Contact

Project Name: _____

Job Address: _____ Master Permit No. _____

Email: _____ ROW Water Permit No. _____

APPLICATION INSTRUCTIONS

❶ APPLY ONLINE

From **LauderBuild**, choose **New Application**

Category: Permits / Engineering (ROW)

Record Type: Engineering-Service Requests

Service Type: **Utility Service Request**

A separate application is required for each water service – upload each application to a single record per project.

Required Uploads

- This complete Utility Service Appl. (One per service)
- Payment Receipt(s) from Utility Billing

Digitally signed/sealed Civil Plans (PDF) **per City Policy**

❷ PAY FOR SERVICE

Deliver **payment check** to **Utility Billing Department** along with a copy of this form.

- *700 NW 19 Avenue, Fort Lauderdale, FL 33311*
- Office hours: 8:00 a.m. to 4:00 p.m.
- Make check **payable to**: City of Fort Lauderdale
- Read **Authorized Persons Policy** before submittal
  - Owner must provide documentation in person or directly via email prior to payment.

Questions? DSDEng-PublicWorks@fortlauderdale.gov

SERVICE FEES: Select ONE service per application

Work Performed by: ☐ ***CITY or*** ☐ ***CONTRACTOR***	**CITY** Performing Work	**CONTRACTOR** Performing Work
	Domestic Meter & Tap	***Domestic Meter***
Fire Hydrant ☐ New & Tap ($5,711.69) ☐ Relocation & Tap ($4,039.91)	☐ 4" ($24,814.93) ☐ 6" ($26,880.22) ☐ 8" ($39,000.00)	☐ 4" ($14,156.76) ☐ 6" ($18,886.43) ☐ 8" ($21,819.50)
Fire Line Service Tap ☐ 2" ($3,510.00) ☐ 4" ($4,730.00 ☐ 6" ($8,240.00) ☐ 8" ($10,530.00)	***Irrigation Meter & Tap*** ☐ 4" ($18,619.95) ☐ 6" ($20,168.92)	***Irrigation Meter*** ☐ 4" ($14,156.76) ☐ 6" ($18,886.43)

Per City Ordinance Section 28-168: Water service supply charge is required and included in each fee above. *10" or larger meters are available upon request by contacting* DSDEng-PublicWorks@fortlauderdale.gov.

Form controlled by the Development Services Department
Uncontrolled in hard copy unless otherwise marked

WeAreFTL

IMPORTANT DISCLOSURES CHECKLIST

Please read and check each box below.

☐ Pursuant to Section 119.071(5)(a)2.a., Florida Statutes, the City of Fort Lauderdale ("City") may request your social security number for account classification, identification and verification, credit worthiness, billing and payments, data collection, reconciliation, tracking, and benefit processing. Social security numbers are also used as unique numeric identifiers and may be used for search purposes.

☐ I understand and agree that, as a condition of receiving utility service, I am subject to the provisions of Chapter 28 of the City Code, as amended. I further understand that unpaid utility account balances constitute a lien on the real property and that the property owner is responsible for unpaid balances on prior owner accounts.

☐ All utility bills are due upon receipt. A one percent (1%) penalty will be applied to any balance not paid within 25 days of the billing date. Delinquent accounts will be subject to termination and all applicable fees and service charges.

☐ Delinquent utility accounts in a tenant's name will be reported to a collection agency. Delinquent utility accounts in an owner's name will result in a lien being placed on the owner's property.

☐ When a utility account is closed, the property owner will receive a monthly bill for base water and sewer fees until an active utility account is reestablished. Sanitation carts will also be removed from the property.

☐ The customer is responsible for maintaining City property located on the customer's premises (e.g., meter boxes, meters, trash/recycle carts, backflow prevention assemblies). The customer is responsible for repair or replacement costs if these items are lost or damaged.

☐ Deposits are held in a non-interest-bearing account. Residential owners with twelve (12) consecutive months of timely payments will have the deposit applied to the account. Residential tenants with 24 consecutive months of timely payments will have the deposit applied to the account, pursuant to City Code Sec. 28-187.

☐ All deposits (if not transferred or applied to the account) are applied to the final bill. If the deposit exceeds the final bill, and no other outstanding fees or charges exist, the remaining credit will be refunded.

☐ Any payment returned as unpaid will result in immediate service interruption without further notice. Payments that do not clear the bank after two deposit attempts will not be presented again. The returned item amount and applicable fees will be charged to your account.

Account Holder's Signature: _____ **Date:** _____

Print Name and Title: _____

The applicant must contact the Public Works Department at **954-828-8000** at least **30 days before** the Estimated Installation Date to schedule the work. Scheduling is based on the requested date—not the application submission—and **first comes, first served**.

By signing, the Applicant confirms that they have read and understood the attached instructions.

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OVERVIEW

PURPOSE

To explain the requirements, documentation, and permit steps necessary to obtain City approval for domestic, irrigation, and fire water service connections.

APPLICATION REQUIRED FOR THE FOLLOWING

- Domestic and irrigation water service connections four inches and larger
- Fire service connections **two inches and larger**

Note: *For smaller service connections go to Plumbing Neighbor Guide.pdf*

Note*: Fire hydrants require a separate check.*

REQUIRED UPLOADS

- Digitally signed and sealed civil engineering plans showing:
- Existing water main: location, size, and material – request City utility maps from plan@fortlauderdale.gov
- Proposed water service connection (pipe, valves, meter, backflow, bends etc.)
- Clearly label who will perform the work: **City** or **Contractor.**
  - **If the City** performs the work, two bacteriological sampling points shall be required; one downstream of the tapping valve assembly and the other located as close to the building as practicable.
  - **If the Contractor** performs the work, only the sampling point near the building is required.
- City Engineering Standard Water Details
- Clearly label which water connections to be performed by City and which by the Contractor.

WORK RESPONSIBILITIES: CITY VS. CONTRACTOR

- **If the City is Performing the Work**
  - Estimated wait time is six to ten weeks after application approval.
  - After approval, schedule connection, at least 30 days ahead, by calling **954-828-8000**.
- **If a Contractor is Performing the Work, prior to submitting this form:**
  - Apply for a ROW Water (ROW-WAT) Permit and provide the following:
    - Building Permit Application *(signed by a Licensed Contractor per licensing requirements on the following page)*
    - Scope of work
    - Cost Estimate for labor, materials, and ROW restoration

ADDITIONAL REQUIREMENTS

- The Engineering reviewer will indicate the required bond amount during the review process. Bond Information and forms
- **Contractor license Florida Statute (F.S.) 489.113**: Utility work in the public right-of-way, private thoroughfares or utility easement must be performed by a Licensed General Contractor, Engineering Contractor or Certified Underground Utility and Excavation Contractor in Broward County as per City Ordinance C-14-49. How to Register or Renew Licensed Professional with the City
- Water meters **four (4) inches and larger** must be installed on-site, adjacent to the ROW, within a **10 x 15-foot** (minimum) **utility easement** to allow City maintenance access.

Depending on the Work, Additional Sub-Permits May Be Required

- ROW-PAV (**Paving Restoration**): Submit application with a cost estimate.
  - Roadway pavement restoration shall be performed by a licensed general contractor or specialty contractor registered in the State of Florida.
  - Roadway pavement restoration for utilities or curb cuts shall be shown on the plans. Restoration shall extend the full width of the affected travel lane and a minimum of 25 feet in each direction from the limits of the work area,, in conformance with Code of Ordinances Sec. 25-108 and the City Engineering Standard ROW Details.
- ROW-SW (**Sidewalk**): Submit application with a cost estimate.
  - Bond: $25 per linear foot of sidewalk + $2,500 per ramp with detectable warning
  - Must follow City Engineering Standard Sidewalk Details
- ROW-MOT (**Maintenance of Traffic**): Submit application for lane or pedestrian closures.
  - Required for any work within City's ROW involving lane closures, traffic re-routing, or sidewalk closures. MOT Guide
  - Revocable License (RLA) is required for closures **over 72 hours.** Approval time: **eight to ten weeks**. RLA Guide

Responsibility for Damages

The contractor shall be responsible for all costs associated with the repair or replacement of any existing City utilities damaged as a result of the proposed work.

Final Close-Out

To close the Engineering ROW water permit:

- Request an Engineering Final Inspection
- Submit a Modification Request – Deferred Submittal with signed and sealed As-Built plans. How to Submit Deferred Submittal