



DEVELOPMENT SERVICES DEPARTMENT – ENGINEERING

UTILITY SERVICES – HYDRANT, FIRE SERVICE TAP, DOMESTIC & IRRIGATION METER APPLICATION

Rev: 8 | Revision Date: 03/29/2024 |

I.D. Number: USAPP

Date of Application: _____ Estimated Installation Date: _____

Name of Applicant: _____

Monthly Billing Address: _____

Telephone Contact #: _____ Email Address: _____

Please select the utility services being requested:

New Fire Hydrant (\$5,711.69)		6" Fire Service Tap (\$11,252.64)		8" Domestic Meter (\$39,000.00)
Fire Hydrant Relocation (\$4,039.91)		8" Fire Service Tap (\$16,281.24)		10" Domestic Meter (\$54,000.00)
2" Fire Service Tap (\$4,289.96)		4" Domestic Meter (\$24,814.93)		4" Irrigation Meter (18,619.95)
4" Fire Service Tap (\$10,092.71)		6" Domestic Meter (\$26,880.22)		6" Irrigation Meter (\$20,168.92)
				Other _____

Per Section 28-168 of the City ordinances: A \$35.00 water service supply charge for each tap, service and meter fee is required. This fee is included in each tap, service and meter fee listed above.

Project Name: _____ Job Address: _____

Master Building Permit#: _____ Project Manager Contact Email: _____

* Installation/Work to be performed by: Contractor City **(PLEASE CHECK ONE)**

FIRST STEP: Deliver a check payment for the fees identified with each service above to the City of Fort Lauderdale Utility Billing Department located at 700 NW 19 Ave. Fort Lauderdale, FL 33311 to obtain proof of payment prior to uploading application to [LauderBuild](#). All checks must be made payable to **City of Fort Lauderdale**. Read Authorized Persons Policy...Click > [ESTABLISH NEW SERVICE](#)

SECOND STEP: Upload this completed application, proof of payment from Utility Billing, electronic PDF of digitally signed/sealed Civil Plans [per City Policy](#) to [LauderBuild](#) (Select New Application - Permits/Engineering - Engineering-Service Requests - Utility Service Request) Apply online for one (1) service record for each project (not for each tap).

CITY STAFF USE ONLY

Water Account # _____ Utility Billing Approved (Check one): Yes No

City Staff Authorized Signature: _____ PBS/ENG-EXT. _____



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IMPORTANT DISCLOSURES

Please read and initial each box below.

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

I understand and agree that as a condition to receiving utility service, I will be subject to the provisions of Chapter 28 of the City Code, as amended from time to time by the City. I further understand that unpaid utility account balances constitute a lien on the real property. 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 all balances that are not paid within 25 days of the billing date. Delinquent accounts will be subjected to termination and all applicable fees and service charges.

Delinquent utility accounts, in a tenant's name, are reported to a collection agency; whereas delinquent utility accounts, in an owner's name, will result in a lien being placed on the owner's property.

When the utility account is closed, the property owner will receive a monthly bill to pay base fees for water and sewer services 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 property (i.e., meter boxes, meter, trash / recycle carts, backflow prevention assemblies). The customer will be responsible for the cost to repair or replace these items if lost or damaged.

Deposits shall be held in a non-interest-bearing account. An owner, who has a record of timely payments over a consecutive twelve (12) month period, will have the deposit applied to the account; whereas a tenant, who has a record of timely payments over a consecutive twenty-four (24) month period, will have the deposit applied to the account. Applicable to residential accounts only, per 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, then the remaining credit balance will be refunded.

All payments that are returned as unpaid will result in immediate service interruption without further notice. Please note that 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 applied to your account.

Applicant's Signature: _____

Print Name and Title: _____

*** 30 days prior to above Estimate Installation Date the applicant must contact Public Works at 954-828-8000 to schedule the work, as described on this application. All work is scheduled based on the requested date, not application submittal, in a first come first served basis. By signing this application, Applicant is confirming they read and understood the hereto attached instructions.**



UTILITY SERVICES APPLICATION GUIDANCE

This **Utility Service Application** is required for proposed domestic/ irrigation water service connections four (4) inches and larger as well as fire service connections two (2) inches and larger.

A separate application is required for each service tap location. For a project with multiple locations, you may upload one (1) set of plans, with the applications to one (1) record in LauderBuild.

Note: New and Relocated Fire Hydrant services require a separate check from the service taps.

The applicant must upload digitally signed and sealed civil engineering plans, with each application, depicting the following information:

- Existing water main location, material, and size. Please contact plan@fortlauderdale.gov to obtain existing City Utility map.
- Proposed water main extension/services connection to City main, including but not limited to pipe material, size, valves, meter, backflow preventer and bends. Please be advised water meters 4 inches and larger to be installed on-site adjacent to the right of way within a 10-foot x15-foot utility easement (minimum) to facilitate City maintenance access.
- (2) Bacteriological Sampling points if the contractor is performing work. One immediately after the tapping valve assembly and the other one as close as possible to the building. If the City is performing the connections, only the sampling point near the building shall be installed.
- Clearly label on plan which water connections are to be performed by City and which ones are to be performed by Contractor. City Water Standard Details can be found on City engineering website at <http://www.fortlauderdale.gov/home/showdocument?id=7771>

If City will perform the work, the lead time is 6 – 10 weeks after the approved application package is received by Data Control in Public Works. Please contact Public Works, after the lead time, at 954-828-8000 and request to meet with a representative to establish the schedule for the connection.

If a contractor will perform the work, in addition to submitting the application and plans, an engineering permit (ROW-WAT for water main extensions, water service meters, and/or fire connections) is required:

1. Building Permit application form to be completed in its entirety by applicant and include:
 - a. Description of Work: Tap for Fire, Domestic or Irrigation Service by Contractor in ROW.
 - b. Contractor license information. F.S. 489.113 All 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 Ordinance C-14-49.
2. Submit cost estimate breakdown (materials, labor for installation and restoration work) for the Right-of-Way area for review of bonding required. A Bond for 100% of utility work cost (\$) will be required prior to permit pickup.



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- a. Bond are eligible for return one year after Final Inspection is completed and all permits have been closed. Click here for > [online Bond instructions and forms](#)
3. A separate engineering permit (ROW-PAV) is required for paving improvements and restoration within City right of way. Asphalt pavement restoration shall be by a licensed engineering contractor or paving contractor in Broward County. Submit cost estimate breakdown (materials, labor for installation and restoration work) for bonding purposes.
4. **Please be advised that any road cuts for utilities or curb cuts within the City Right of Way shall be restored to full lane width, and provide final resurface of 25-ft. in each direction of cut, per City Code of Ordinances Section 25-108.**
 - a. A separate engineering permit (ROW-SW) is required for the sidewalk restoration within the right of way. City of Fort Lauderdale sidewalk standard details can be found at, <http://www.fortlauderdale.gov/home/showdocument?id=7325>
5. A sidewalk bond will be required prior to permit pickup in the amount of \$25 dollars per linear foot of the total sidewalk construction and \$2500 for each ramp with detectable warning in the City Right-of-Way. If sidewalk is damaged during any work under this permit, then the sidewalk shall be replaced as per the City of Fort Lauderdale standards at the expense of the owner/ builder/contractor.
6. A separate Engineering Maintenance of Traffic permit (ROW-MOT) is required for any work in the Right of Way that requires roadway lane closure, re-routing of traffic and, sidewalk pedestrian closure or re-routing.
 - a. An approved Transportation and Mobility (TAM) MOT routing form (signed off by appropriate City Staff) and plans are required. Please refer to TAM website for additional MOT permit information, <https://www.fortlauderdale.gov/government/departments-i-z/transportation-and-mobility/transportation-division/maintenance-of-traffic-mot>
7. Please be advised a Revocable License approved by the City Commission is required for continuous closures lasting over 72 hours. This process takes approximately 8 – 10 weeks.
8. As-built (signed & sealed) must be provided when work is completed in order to close-out the Right of Way (Engineering) permits.