UTILITY FRANCHISE / SMALL CELL PERMIT APPLICATION INSTRUCTIONS
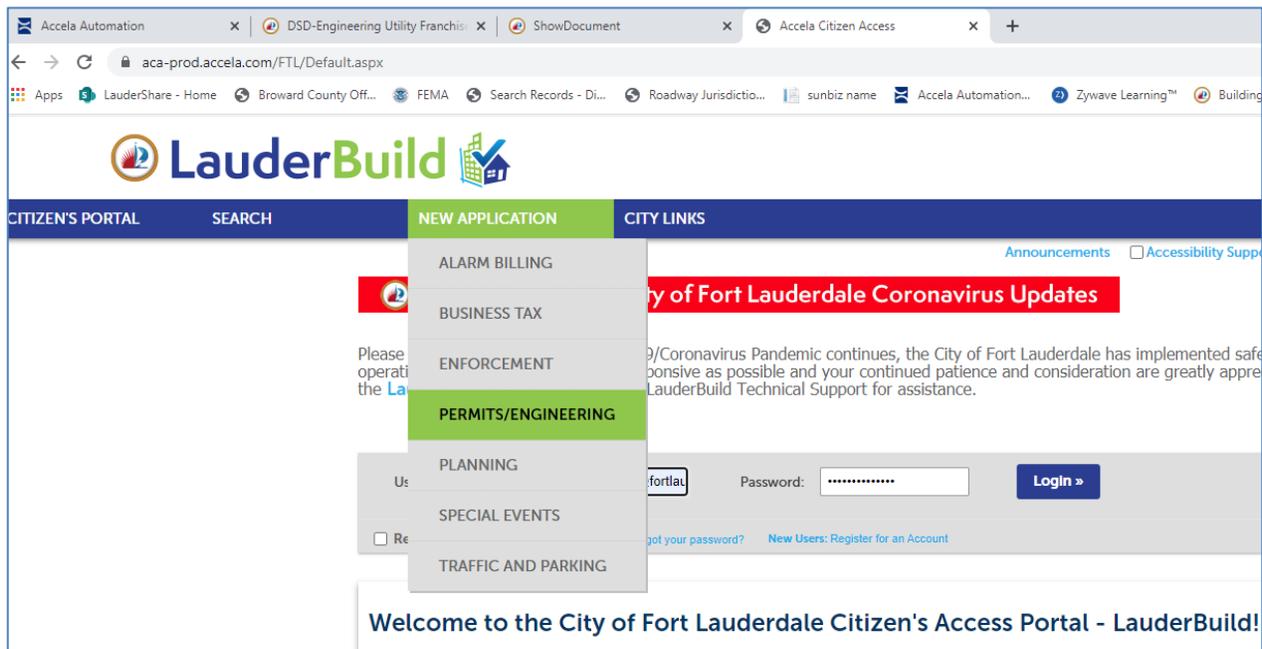
REGISTER ACCOUNT AND/OR LOGIN

Must be a Registered User of **LauderBuild** to apply for a permit.

- Not Yet Registered? <u>REGISTER Here</u>: → <u>ACCOUNT REGISTRATION</u>

RENEW / REGISTER a LICENSED PROFESSIONAL: <u>LAUDERBUILD FAQ Page</u>

APPLY FOR PERMIT ONLINE

1. REGISTERED USERS: **LOGIN to** → **LauderBuild**.
2. Choose '**NEW APPLICATION**' and then '**PERMITS/ENGINEERING**'.

3. Read Terms and check Read, if accepted, then Continue.

Approval by: Daniel Rey, Land Development Manager
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4. Select **Record Type** '**Right of Way**' and Expand List with arrow, then choose Radio Button for '**Utility Franchise Permit**' and then Continue.

Select a Record Type

For further permit assistance please contact the Permitt

[Search]

▶ Permits - Commercial
▶ Permits - Contractor
▶ Permits - Electrical
▶ Permits - General
▶ Permits - Landscape
▶ Permits - Mechanical
▶ Permits - Plumbing
▶ Permits - Residential
▼ Permits - Right of Way / Engineering
  ○ Dewatering Permit
  ○ ROW Crane Operation Permit
  ○ ROW Landscaping Permit
  ○ ROW Miscellaneous Permit
  ○ ROW Monitoring Well Permit
  ○ ROW Paving Permit
  ○ ROW Seawall Permit
  ○ ROW Sewer Lateral ONLY
  ○ ROW Sewer Permit
  ○ ROW Sidewalk and Curb Permit
  ○ ROW Stormwater Permit
  ○ ROW Water Permit
  ○ Site Prep and Erosion Control Permit
  ○ Temporary Traffic Control (Maintenance of Traffic)
  ○ Transit
  ○ Utility Franchise Permit

APPLICATION FORM GUIDE FOLLOWS:

STEP 1 CONTACT info for **APPLICANT** - Choose Radio Button and Click 'SELECT' at Bottom of Window.

STEP 1b CONTACT info for **CONTRACTORS** - Choose '**Look Up**' to Search for pre-Registered Licensed Professional (LP) and Select Radio Button for appropriate Licensed Professional and Click 'SELECT' at Bottom of Window. ** Licensed Professional MUST BE PRE-REGISTERED **OR** Choose TBD for UAO Company acting as own Contractor **

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STEP 2 PERMIT info – Required Fields are designated with a Red Asterix (*).
Select appropriate Radio Buttons and Enter ALL required/known information.

Detail Information

Please provide a Project Name of your choosing. Also provide a Project Description summarizing your project and any relevant information that will allow staff to evaluate this application.

* Project Name:

* Project Description:

Custom Fields

GENERAL

* Utility Authorized Owner:

⚠ * Job Order and/or Project Number:

* Property Type:
Other

If Other was selected, provide description:

⚠ * Project Address / Project Vicinity Description:

* Proposed Start Date:
02/01/2021

* Proposed Completion Date:
02/03/2021

← Enter name of **UAO Company** (ie. FPL, TECO, COMCAST etc.)

← Property Type should be "**Other**".

← Property Type Description should be "**ROW**".

← Enter the Address or Vicinity with cross streets.

← Estimate Dates. Permit Intake will update the dates, as needed.

* Does the work described above in Description of Work include: Communications service facilities as described in City of Fort Lauderdale Code of Ordinance Chapter 25, Section 25-100.1?:
○ Yes ⦿ No

* Does the work described above in Description of Work include: Communication service facilities in the Public Rights-of-way as described in amended Code Ordinance Chapter 25, Article XII?:
○ Yes ⦿ No

* In compliance with Senate Bill 645, I, as Applicant / contractor / subcontractor, hereby certify that I have contacted Peoples Gas/TECO System concerning the possible location(s) of gas lines in the area of purposed excavation or construction and that I will notify them 48 hours in advance of any construction.:
☑

Choose '**YES**' for **Small Cell 5G technology / Das facilities** permits.

Choose '**NO**' for **Gas, Electric, Fiber/Telecommunications** permits.

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⚠ *** Job Value:**

| | Job value numerical only no symbols | | Red Asterix (*) Fields are Required. |

UTILITY FRANCHISE DETAILS

* Is a completed City of Fort Lauderdale Franchise Utility Checklist included in the submittal package?: ⓘ
◉ Yes ○ No

* Are City water, sewer, storm sewer atlas sheets part of submittal package?:
◉ Yes ○ No

INSTALL AT GRADE COMM SERV FAC

Cabinets under 90":
☐
Cabinets over 90" but under 124":
☐
Enter Height, Width, and Depth of Cabinet:

← This section is only for Cabinet installations. If applicable, enter the H" x W" x D" dimensions of the cabinet (**in inches**).

A letter must be provided explaining why the cabinet is required and underground facilities are not feasible.

In addition, a visual mitigation plan will need to be provided showing landscaping around the cabinet.

CLOSURE NECESSARY

* Is Right of Way closure proposed?:
◉ Yes ○ No

If yes, type of closure:
Travel Lane ▼

If yes - Is closure more than 72 consecutive hours:
○ Yes ◉ No

Required signed Form, Checklist and Affidavit, for the (2) permit types, may be found at the LINKS to the Right →

These forms must be completed, signed, and uploaded during the Next steps of the application process. **UPLOAD this Form & Checklist as a single PDF** with Document Type 'PERMIT APPLICATION'

FRANCHISE UTILITY FORM & CHECKLIST
Gas, Electric, Fiber/Telecommunications permits
FRANCHISE SMALL CELL FORM & CHECKLIST
Small Cell 5G technology / Das facilities permits

STEP 3 Continue Online Application

→ **LauderBuild PLAN ROOM** for tutorial and information on uploading documents.

After uploading documents wait for status to change to 'Validated' and then once 'Processed' the system may ask to add sheet numbers. Once complete, select [Finish]

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