Public Works and Environmental Services Department
WATER AND WASTEWATER SERVICES - ENGINEERING
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UTILITY CONNECTION PERMIT PROCESS OVERVIEW

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Broward County Water & Wastewater Services (WWS) uses the Utility Connection Permit (UCP) as the means of allowing connections to or modifications of its potable water and/or reclaimed water and/or wastewater systems.

For this process, the term Developer applies to the person or corporation or partnership that owns the property and is intending on developing that property or altering WWS utility systems.

The UCP process is accomplished in four parts (steps). All UCP forms are published in fillable, savable, digitally sign-able Adobe PDF format. Many of the forms are published in three different styles: one for an individual to sign, one for a partnership to sign and one for a corporation to sign.

The purpose of the first part of the permit process is to obtain WWS approval of detailed water/ wastewater plans for the project. The Developer's Engineer must prepare engineering plans and submit the plans and other documents to WWS with an *Application for Plan Review*. The Application has a check list of required supporting documents. After receiving the Application package, WWS will calculate the plan review fee which must be paid before review starts. Incomplete or unapproved plans or submittal package will be returned for re-submittal. Plan approval is good for one year. Once plans are approved, a letter will be sent to the Developer transmitting a "Statement of Charges" for the project. This Statement of Charges covers inspection and capital recovery (connection) fees along with any final adjustment to the plan review fee.

The purpose of the second part of the permit process is to obtain WWS permission to start construction of the water/ wastewater portion of the project. No later than two weeks before the Developer is ready to submit permit applications to other agencies that regulate the construction of water/ wastewater facilities, the Developer must complete and submit the appropriate *Application for Connection Construction*. The

Application includes a checklist of the supporting documents required for submittal along with the Application itself. Once WWS deems the Application for Connection Approval complete, WWS will issue its Connection Construction Approval, which is the third part of the permit process.

Connection Construction Approval is WWS' permission to proceed with construction. Permit applications to other agencies that regulate the construction of water/ wastewater facilities will not be signed by WWS until the Connection Construction Approval is issued. Construction of water/ wastewater facilities can begin after a pre-construction conference is held with WWS inspectors. During the construction phase, WWS inspectors will monitor and observe the construction process to represent WWS' interests. When construction is completed, the inspectors will notify the WWS Development Coordinator that the project is ready for the last part of the process.

The purpose of the fourth and last part of the permit process is to obtain WWS permission to place the water/ wastewater facilities into operational service. The Developer must prepare and submit an *Application for Release for Service.* The Application includes a checklist of the supporting documents required for submittal along with the Application itself, including record drawings. Record drawings are not a set of design plans marked up to show what changed during construction, but a clean set of drawings showing what was actually constructed along with exact location information of where the utilities were constructed.

Once the Application for Release for Service is approved by WWS, the Developer will be notified that they can obtain service for their site. This notification completes the permit process.