Public Works and Environmental Services Department
WATER AND WASTEWATER SERVICES - ENGINEERING
2555 West Copans Road, Pompano Beach, Florida 33069
PHONE 954-831-0745 | FAX 954-831-0925

BROWARD COUNTY UTILITY CONNECTION PERMIT

INSTRUCTIONS FOR
Part Two
Application for Connection Construction
(Corporation)

This fully completed Application and all required supporting documents must be submitted as a complete package. An incomplete package will be returned without review. This application can be submitted only after Water and Wastewater Services (WWS) has approved the project's utility design drawings. WWS will not sign any other agency's permit application until the Utility Connection Permit has been issued.

PROJECT INFORMATION

WWS Project Number: (1) _____

Project Name: (2) _____

WWS Approved Drawing Number: (3) _____

WWS Drawing Approval Date: (4) _____

Address or Location: (5) _____

Description of Utility Work: (6) _____

APPLICANT (PERMITTEE) INFORMATION

The Applicant must be the owner or long term lessee of the property to be served by the utility connection. Design professionals or construction contractors cannot be the Applicant.

Permittee Name: (7) _____

Contact Person: (8) _____

Phone Number: (9) _____

Mailing Address: (10) _____

E-Mail Address: (11) _____

SUPPORTING DOCUMENTS

Indicate which supporting documents accompany the Application or select Not Applicable.

(12)	Check for Inspection Fees and Capital Recovery Charges in the amount indicated on the Statement of Charges transmitted with the approved design drawings.
(12)	Copy of property deed with sketch and legal description or long term lease agreement.
(12)	State of Florida Certificate of Standing with list of officers.

HOLD HARMLESS STATEMENT

By submitting this Permit Application, the Applicant agrees to indemnify, hold harmless and, at County Attorney's option, defend or pay for an attorney selected by County Attorney to defend County, its officers, agents, servants, and employees against any and all claims, losses, liabilities, and expenditures of any kind, including attorney fees, court costs, and expenses, caused by negligent act or omission of owner and applicant, its employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of the Permit Application, including, without limitation, any and all claims, demands, or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property, to the extent provided by law.

APPLICANT'S (PERMITTEE'S) SIGNATURE

The Utility Connection Permit is valid for one (1) year from the date of issuance. All work must be completed by that date. Design plan approval is good for one (1) year from the WWS approval date. Depending on when construction starts, design plan approval may no longer be valid even though the Permit is still valid.

No additional notice will be given for the termination of the Permit.

(signed on the following page)

IN WITNESS WHEREOF Applicant has caused its corporate name to be hereunto signed by its proper officers thereunto duly authorized.

Corporate Name: (13)

Signature: (14)

Type Name: (15)

Title: (16)

Address: (17)

ATTEST (not required if witnessed below)

Corporate Secretary Signature: (18)

(CORPORATE SEAL)
(not required if digitally signed by Secretary)
(20)

Typed Name: (19)

WITNESSES (not required if attested by Secretary above)

Witness One Signature:	(21)	Witness Two Signature:	(21)
Witness One Typed Name:	(22)	Witness Two Typed Name:	(22)
Witness One Address:	(23)	Witness Two Address:	(23)

ACKNOWLEDGMENT

STATE OF FLORIDA

COUNTY OF BROWARD (24)

The foregoing instrument was acknowledged before me, by means of ☐ physical presence or ☐ online notarization, this (25) day of (26), 20(27), by (28), the (29), on behalf of (30), a (31) ☐ who is personally known to me or ☐ who has produced (32) as identification. (33)

Notary Public:

Signature: (34)

Print Name: (35)

State of Florida
My Commission Expires: (36)
Commission Number: (37)

(Notary Seal)
(not required if digitally signed by Notary)
(38)

Revised: February 6, 2025

Instructions

(1) Type in the number assigned to the project by WWS.
(2) Type in the name of the project.
(3) Type in the WWS number assigned to the WWS approved drawings.
(4) Select the date the drawings were approved by WWS.
(5) Type in the address or location of the project.
(6) Type in a description of the significant components of the water and wastewater installations, for example: 800 feet of water main, 1 hydrant, 2 valves, 432 feet of gravity sewer, 2 manholes. Condense the list as necessary to fit in the space provided.
(7) Type in the name of the Corporation.
(8) Type in the name of the Corporate employee that is the contact person for this permit.
(9) Type in the phone number of the Corporate contact person.
(10) Type in the US postal mailing address of the Corporate contact person.
(11) Type in the e-mail address of the Corporate contact person.
(12) Select the appropriate choice.
(13) Type in the name of the Corporation (same as #7).
(14) Signature of authorized representative of the Corporation. See below.
(15) Type in the name of signatory.
(16) Type in the corporate title of signatory.
(17) Type in the address of the Corporation.
(18) Signature of Secretary of the Corporation. See below.
(19) Type in the name of the Secretary of the Corporation; required only if the document is signed by the Secretary of the Corporation.
(20) Affix corporate seal; required only if the document is signed by the Secretary of the Corporation; not required if document is digitally signed.
(21) Signature of witnesses; required only if the document is not attested by the Secretary of the Corporation. See below.
(22) Type in the name of the witness; required only if the document is signed by a witness.
(23) Type in the address of the witnesses.
(24) Select the option of physical presence or online notarization.
(25) Type in the date signed.
(26) Type in the month signed.
(27) Type in the year signed.
(28) Type the persons name that signed (same as #4)
(29) Type in the corporate title of the person signing (same as #6)
(30) Type in the name of the Corporation (Same as #1)
(31) Type in the type of Corporation.
(32) Select the option of "who is personally known to me" or "who has produced".
(33) Type in the type of identification used.
(34) Signature of notary. See below.
(35) Type in name of notary.
(36) Type in the date the notary's commission expires.
(37) Type in the notary's commission number.
(38) Affix notary seal; not required if document is digitally notarized.

If this document is signed by the President, Vice President or CEO of the corporation, the Secretary of the Corporation must attest and affix the corporate seal. Witnesses are not required, however they can be used as a substitute for the Secretary of the Corporation and the corporate seal. If this document is not signed by the President, Vice President or CEO of the corporation, the Secretary of the Corporation does not attest and two witnesses are required. Additionally a corporate resolution must be supplied evidencing authority to execute this document on behalf of the corporation.

Two methods of signature are acceptable:

(a) The document can be printed, then the paper document signed using pen and ink;
(b) The document can be digitally signed, which requires each signatory to have a digital certificate.

While either method is acceptable, mixing the two methods in the same document is not acceptable.