



REQUEST FOR SERVICE

Service information for all WWS infrastructure such as plants, re-pumps, water mains, gravity sewer mains, lift stations, force mains, etc.

Water and Wastewater Operations Division (WWOD)
2555 West Copans Rd., Pompano Beach, FL 33069 Phone: (954) 831-0810

TO BE COMPLETED BY CONTRACTOR REQUESTING SERVICE

Project Number:	Project Title:	
Contractor Name:		
Contractor Mailing Address:	Zip Code:	
Telephone Number:	Fax No.:	
Requested By:	Date:	
Requested Date of Service:	Requested Time of Service:	
Exact Street Address:	City:	Zip:
<i>(Attach detailed drawings and location map.)</i>		
Approximate Length of Time for Service:		
If Shutdown, Approximate Number of Customers Affected:		
Attach a description of the requested activity in Detail: (Include copy of schedule indicating time and sequence of events, manpower, and materials used, etc.)		
Engineer or Designee Approves <input type="checkbox"/>	Denies <input type="checkbox"/>	the Request
Engineer of Record:	Phone Number	
Printed Name	Signature	

TO BE COMPLETED BY WWED

WWED Approver name and phone number:	
Name of Approver:	Number:
Signed:	Date:
Comments:	

TO BE COMPLETED BY WWOD

Request for Service WWOD contact and phone number for contractor's specific request:	
Name:	Number:
Request for Service Approved <input type="checkbox"/>	
Request for Service is Denied <input type="checkbox"/>	
Reason Request for Service is Denied:	
Alternative Date and Time Service can be provided:	
Signed:	Date:

INSTRUCTIONS

Obtain form from Water and Wastewater Engineering Division (WWED), Water and Wastewater Engineering Division Inspection Section, or Water and Wastewater Operations Division (WWOD).

Complete every section of form, with special attention given to type of service requested, including a detailed description of activity.

Ensure all signatures have been obtained prior to submitting the request to WWOD.

Submit completed form by 9:00 am, and no less than 5 business days in advance of requested date and time. Note: some requests may take up to 30 days depending on the infrastructure and the type of customers affected.

If the request is part of a larger project where timelines are critical, it is recommended the contractor work with WWED to include the Request for Service in the construction schedule.

Contractor will be notified within 3 business days if the request can be accomplished, rejected, or postponed. The actual work will not be completed until the request has been vetted.

For questions regarding this form, please contact:
WATER AND WASTEWATER OPERATIONS DIVISION
2555 WEST COPANS ROAD, BLDG. 2
POMPANO BEACH, FL 33069
PHONE: (954) 831-0810

The contractor/consultant will initiate the form. The form will then be sent to the appropriate WWED representative for review and approval. If approved, WWED will email the form to RequestForWSService@broward.org.

Requests will only be accepted from WWED. All requests submitted from sources other than WWED will be denied.