



Public Works Department / Water and Wastewater Services  
**WATER AND WASTEWATER ENGINEERING DIVISION**  
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.

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#### 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) \_\_\_\_\_

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#### 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) \_\_\_\_\_

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## 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.
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## 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.**

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## 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) \_\_\_\_\_

**ACKNOWLEDGEMENT**

State of: (23) \_\_\_\_\_

Date: (25) \_\_\_\_\_

County of: (24) \_\_\_\_\_

The foregoing instrument was acknowledged before me this date by (26) \_\_\_\_\_

, officer (or agent) of the above named corporation on behalf of the corporation. He/ she

(27) \_\_\_\_\_ Type of Identification Produced: (28) \_\_\_\_\_

Notary Signature: (29) \_\_\_\_\_

(NOTARY SEAL)  
(not required if digitally signed by Notary)  
(31)

Type Name: (30) \_\_\_\_\_

## 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) Select (or type in) the State in which the document was notarized.
- (24) Type in the County (or local equivalent) in which the document was notarized.
- (25) Select (or type in) the date the document was notarized.
- (26) Type in the name of the corporate signatory (same as # 15).
- (27) Select (or type in) how the corporate signatory is known to the notary.
- (28) Type in the type of identification produced; required only if 'Produced Identification' was selected for #27.
- (29) Signature of notary. See below.
- (30) Type in name of notary.
- (31) 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.