

Developer Permit Process Overview

NOTE: To work with the forms referenced on this page you must have Adobe Acrobat PDF Reader installed on your computer.

Broward County Water & Wastewater Services (WWS) uses the Broward County Utility Connection Permit (BCUCP) as the means of allowing new connections to its potable water and/or reclaimed water and/or sanitary sewer system.

For this process, the terms Developer apply to the Person or Corporation which owns the property and is intending on developing that property.

The Developer or the Developer's engineer will meet with the WWS Engineering Planning and Development section to gather information, and review options. WWS individuals can be reached as follows:

Development Coordinator	Lech Nagoda	954-831-0930
Development Coordinator	Don Perron	954-831-0944
Supervisor	Jeremy Seiden	954-831-0799

This web site contains copies of the Broward County Utility Connection Permit (BCUCP) Part 1, Part 2, Part 3, and Part 4, which can be filled out by the Developer and the Developer's engineer and printed for submission to WWS.

[Part 1 is the Application for Plan Review](#)

[Part 2 is the Application for Connection Approval \(Individual Owner\)](#)

[Part 2 is the Application for Connection Approval \(Corporation Owner\)](#)

[Part 3 is the Connection Approval](#)

[Part 4 is the Application for Release for Service](#)

The purpose of the first part of the permit process is to have detailed water/ sewer plans that have been approved by WWS. The Developer's Engineer must prepare engineering plans and submit the plans, fee for plans review, and other documents to WWS with a **[BCUCP Application for Plan Review](#)**. This form has a check list of required documents, and instructions on how to calculate the plan review fee. The Developer and the Engineer must both sign this form prior to submittal to WWS. Incomplete or unapproved plans or submittal package will be returned to the Developer's engineer for re-submittal. Four sets of approved plans will be kept by WWS, and one set will be returned to the Developer's engineer. Additionally 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/ sewer portion of the project. Approximately two weeks before the Developer is ready to submit permit applications to other agencies that regulate the construction of water/ sewer facilities, the Developer must complete and submit the appropriate **[BCUCP Application for Connection Approval](#)**. This form must be signed by the Corporation representative, or by the Individual Owner for the development. The Application for Connection

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

Connection Approval is WWS' permission to proceed with construction. Permit applications to other agencies that regulate the construction of water/ sewer facilities will not be signed by WWS until the Connection Approval is issued. Construction of water/ sewer 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 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/ sewer facilities into operational service. The Developer must prepare and submit the **Application for Release for Service**. The Application for Release for Service includes a checklist of the 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 water meters and service for their site. This notification completes the permit process.