



## Permit Requirements

An Engineering Permit is required to construct physical improvements within City of Sunrise right-of-way, construct physical site related improvements on private property located within the City's corporate limits, construct water and wastewater (sewer) improvements within the City's utility service area, and perform landscape/irrigation improvements on private property or within City right-of-way. An Engineering Permit must be obtained from the Engineering Division of the Community Development Department prior to the start of any work. The remainder of this document lists the permit requirements for all Engineering Permits including permit submittal requirements, restrictions, inspection requirements, contractor license requirements and typical required inspections. All contractors must be register with the City of Sunrise and have current general liability insurance, workman's' compensation, and local business tax receipt (FKA occupational license) from Broward County or the City of Sunrise.

Inspections can be requested online (<http://sungov.sunrisefl.gov/Click2GovBPEN/index.html>) for permits approved after August 2, 2010, or by calling the Community Development Department at 954-746-3270 Monday through Friday between 8:30 AM and 4:30 PM. For permits approved prior to August 2, 2010, inspections must be called in. Inspections will typically be completed within three (3) business days, with the exception of specific inspections that require the scheduling of the engineer of record and other construction team members (i.e. pressure test, lamping, final site permit inspections, any final inspection of a permit, etc.). The final scheduling of these specific inspections will be coordinated by the Engineering Inspector after the inspection request has occurred and will typically be completed within one to two weeks. If an inspection is requested after 7:00 AM, that day will not be included in the three (3) day period referenced above.

An Engineering Permit expires 180 days after the date of issuance or 180 days after a passed inspection on any permits under the one application (same application/permit number). If there are any questions regarding the Engineering Permit process, please contact the Community Development Department, Engineering Division, at 954-746-3270 or view the Engineering Division's Permit and Inspection Process webpage ([http://www.sunrisefl.gov/ComDev\\_sitepermits.html](http://www.sunrisefl.gov/ComDev_sitepermits.html)).

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Curb Permits .....	2
Directional Bore Permits .....	3
Drainage Permits.....	4
Driveway (Paving or Repaving) Permits .....	5
Excavation Permits - Lakes.....	7
Excavation Permits - Canals .....	8
Excavation Permits - Below Ground Storage Facilities.....	9
Final Site Permit.....	10
Maintenance of Traffic Permits .....	11
Miscellaneous Permit .....	13
Paving Permits .....	14
Repaving Permits.....	15
Resealing/Restriping Permits.....	16
Road Cut & Restoration Permits .....	17
Sewer Permits .....	18
Sewer Tie-In Permits.....	19
Sidewalk Permits.....	20
Site Preparation Permits .....	22
Water Permits.....	24
Water Tap Permits .....	25
Irrigation Permits .....	26
Landscaping Permits.....	27
Miscellaneous Irrigation Permits .....	28
Tree Removal/Replacement Permits .....	29
Tree Trimming Permits.....	30
Appendix A: Hold Harmless Agreement.....	31
Appendix B: Plant Connection Fee and Utility Inspection Fee Schedule .....	32
Appendix C: Permanent Water Meter Installation Guidelines.....	33

# Curb Permits

## Permit Submittal

- Completed Engineering Permit Application
- On permit application, under the “Description of Work” area, indicate what type of curb will be constructed
- For Existing Multifamily or Non-Residential Properties: Two (2) copies of the approved site plan clearly indicating the area of curb to be replaced. To obtain copies of approved site plan, contact the Plans Processing Technician at 954-746-3277 and make an appointment. If an approved site plan is not available from the City, then an accurate, current survey of the property should be used.
- For New Construction or Redevelopment Project: Any project that requires a preconstruction meeting is exempt from the above required site plan or survey submittals as the approved site plan and engineering plan will be used.
- For Utility Franchises performing work within City right-of-way, two (2) copies of plans showing all work.

## Restrictions

- For partial repairs to existing curb, the curb must be upgraded; however, approved plans will supersede. For example, existing extruded curb must be replaced with a minimum of modified D-curb with a minimum of 6-inches underground and modified D-curb must be replaced with standard D-curb.
- For any curb work, including repairs, within City right-of-way the new curbing must be in accordance with FDOT indices as per City of Sunrise Code of Ordinances Section 16-142.
- For new construction or redevelopment projects, modified D-curb is not permitted. All curb types must be in accordance with FDOT indices as per City of Sunrise Code of Ordinances Section 16-142.

## Requirements

- Surface defects will be cause for rejection
- Control joints are required every 10-feet

## License Requirements (any one of the following will qualify for permit application)

- State of Florida Certified General Contractor (No work in ROW)
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 3A – Major Roads
- BC Certificate of Competency 3B – Minor Roads (Limited work in ROW)
- BC Certificate of Competency 3C – Concrete Driveways, Curbs, Gutters and Sidewalks (Limited work in ROW)
- BC Certificate of Competency – General Contractor (No work in ROW)
- **Curb Repair Only on Private Property:** No license required; anyone can apply for permit; however, if contractor, contractor must be registered with City

## Typical Required Inspections

- Plans/Permit Onsite
- Trench/Formwork/Curbpad – completed prior to any concrete installation
- Curbing Final – when all work is complete and area is restored to pre-work condition
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Directional Bore Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- Engineering plans must be submitted for review and approval, prior to permit submittal. Plans are not required to be submitted with the permit application, as the approved engineering plans will be utilized for the permit. A preconstruction meeting is required prior to permit issuance.
- For Utility Franchises performing work within City right-of-way, two (2) copies of plans showing all work and existing utilities with proposed separation.

## **Restrictions**

- Must maintain 18-inches of separation from any City Utility's; must check with other utility owners for their separation requirements
- Must provide 3-feet horizontally (clear zone) from edge of pavement

## **Requirements**

- Field preconstruction meeting
- Must call engineering inspector 48 hours prior to the start of work

## **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified General Contractor (No work in ROW)
- BC Certificate of Competency 1H – Jack and Bore Installer

### **For Utility Franchise Permittees Only:**

- State of Florida Certified General Contractor
- BC Certificate of Competency 1E – Underground & Aerial Utility Transmission & Distribution Line
- BC Certificate of Competency 1F – Feeder Distribution Interface Installer
- BC Certificate of Competency 1G – Cable Television
- BC Certificate of Competency 1H – Jack and Bore Installer

## **Typical Required Inspections**

- Plans/Permit Onsite
- Field Preconstruction Meeting
- Directional Bore Final – when all work is complete and area is restored to pre-work condition
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Drainage Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- For Existing Multifamily or Non-Residential Properties - Repairs and/or Maintenance:
  - Two (2) copies of the approved drainage as-built plan clearly indicating the area of drainage system to be repaired or cleaned. To obtain copies of approved drainage as-built plan, contact the Plans Processing Technician at 954-746-3277 and make an appointment. If an approved drainage as-built or drainage plan is not available from the City, then an accurate, current survey of the property should be used. Clearly indicate area (i.e. structures, pipes, and retention areas) to be maintained.
  - On permit application, under the “Description of Work” area, indicate whether work is a repair or maintenance and what specific work will be completed
- For New Construction or Redevelopment Project: One (1) set of the City of Sunrise stamped approved engineering plans must be taken to Broward County Surface Water Management to obtain County’s approval stamp. This copy will be retained by the City.

## **Restrictions**

- For New Construction or Redevelopment Projects: Must have a permit with Broward County Surface Water Management, Central Broward Water Control District, and/or South Florida Water Management District if the agency’s thresholds are met. City’s approved drainage plans must match all other agencies approved/permited plans.

## **Requirements**

- Must call for locates prior to any digging
- Must maintain erosion control measures per approved Storm Water Pollution Prevention Plan or Best Management Practices
- Must meet Engineer of Record requirements; if conflict exists with City requirements, please contact Inspector ASAP
- Engineer of Record is required to be at all major inspections (i.e. certification inspections, lamping, etc). These particular inspections shall be requested online or by calling the front desk. The Engineering Inspector will contact the contractor and Engineering of Record to schedule specific date and time.

## **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified General Contractor (No work in ROW)
- State of Florida Certified Underground Utility & Excavation Contractor
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 1A – Primary Pipe Lines
- BC Certificate of Competency 3A – Major Roads
- BC Certificate of Competency 3B – Minor Roads (Limited work in ROW)
- BC Certificate of Competency – General Contractor (No work in ROW)

## **Typical Required Inspections**

- Plans/Permit Onsite
- Materials/Structures
- Tie-in/Coring
- Trench/Pipe
- Trench/Densities
- Lamping/TVing
- Final Inspection – when all work is complete and area is restored to pre-work condition
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Driveway (Paving or Repaving) Permits

## Permit Submittal

- Completed Engineering Permit Application
- For Existing Residential Property:
  - Two (2) copies of property survey. On survey identify the existing driveway and all proposed paving or repaving.
  - Hold Harmless Letter (City standard) if driveway and/or apron will be constructed of concrete or brick pavers. (Appendix A)
  - On permit application, on the line adjacent to driveway, provide the square footage for the entire portion of the property that will be paved or repaved, including swales and aprons.
  - On permit application, under the “Description of Work” area, indicate the material that will be used for the driveway paving (i.e. asphalt, concrete, brick pavers)
  - If no work is proposed in swale, indicate on the permit application under the “Description of Work” and on the survey that no work will be completed in the swale
- For New Construction or Redevelopment Project: Any project that requires a preconstruction meeting is exempt from the above required site plan or survey submittals as the approved site plan and engineering plan will be used.

## Restrictions

- Mulch, gravel, or rocks cannot be used for driveways. Section 16-142 of the City of Sunrise Code of Ordinances states, “Driveways shall be surfaces with a hard dustless material and maintained in a smooth, well graded condition.”
- No pavement shall be placed within 3-feet of property line
- No more than 70-percent of the entire property can be impervious. This includes all decks, patios, slabs, existing driveways, etc. Consider this when planning on a driveway expansion.
- For lots with a minimum lot width of 60-feet, no more than 50-percent of the total width of a swale along a property can be paved. For a circular driveway on a 60-foot lot, both approaches when added together cannot exceed 30-feet. For odd shaped lots, such as those on a radius or having a lot with less than 60-feet, the total maximum width of a driveway will be evaluated on a case-by-case basis.
- Wire mesh is prohibited for concrete driveways
- Feathered joints are not permitted for asphalt driveways
- Driveway permit only includes paving associated with a driveway. Replacement of any sidewalk while constructing the new driveway requires a separate sidewalk permit.

## Requirements

- Asphalt
  - Minimum 6-inch limerock base, tack coat, and 1-inch layer of S-III asphalt
  - Sawcut existing asphalt at roadway
  - The newly constructed driveway and/or apron must be flush with existing roadways and adjacent sidewalk

### **Requirements (cont'd)**

- Concrete
  - Minimum 6-inch 3000 psi concrete or 5-inch fiber mesh may be used. Use of fiber mesh will require a job ticket from concrete supplier upon final inspection.
  - Concrete apron must be finished flush with existing roadway.
  - Control joints must be located approximately every 250 square feet.
  - Sawcut existing asphalt at roadway
  - The newly constructed driveway and/or apron must be flush with existing roadways and adjacent sidewalk
- Pavers
  - Minimum 2 3/8-inch pavers placed over a 1 1/2-inch sand base and compacted subbase
  - Minimum 6-inch edge restraint (concrete border) is required around perimeter to interlock pavers
  - Sawcut existing asphalt at roadway
  - The newly constructed driveway and/or apron must be flush with existing roadways and adjacent sidewalk

### **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified General Contractor (Asphalt – No work in ROW, i.e. driveway aprons)
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 3A – Major Roads
- BC Certificate of Competency 3B – Minor Roads
- BC Certificate of Competency 3C – Concrete Driveways, Curbs, Gutters and Sidewalks (concrete or pavers only)
- BC Certificate of Competency 3E – Surfacing (No work in ROW)
- BC Certificate of Competency 3G – Interlocking Brick Pavers (pavers only)
- BC Certificate of Competency – General Contractor (concrete or pavers only)
- Homeowner (concrete or pavers only)

### **Typical Required Inspections**

- Survey/Permit Onsite
- Formwork
- Limerock – Densities (as required by design)
- Driveway Final– when all work is complete and area is restored to pre-work condition
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Excavation Permits - Lakes

## **Permit Submittal**

- Completed Engineering Permit Application
- Engineering plans must be submitted for review and approval, prior to permit submittal. Plans are not required to be submitted with the permit application, as the approved engineering plans will be utilized for the permit. A preconstruction meeting is required prior to permit issuance.

## **Restrictions**

- Must have all applicable permits from Broward County and South Florida Water Management District (i.e. dewatering)

## **Requirements**

- Per Section 16-182 (b) (5) of the City Code of Ordinances installation of an 8-foot fence around lake prior to commencement of construction
- Must maintain erosion control measures per approved Storm Water Pollution Prevention Plan or Best Management Practices
- Must meet City of Sunrise Code of Ordinances for required slopes (Chapter 16)
- Must call inspector 48 hours prior to the start of work

## **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified General Contractor
- State of Florida Certified Underground Utility & Excavation Contractor
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 4A – Excavation
- BC Certificate of Competency – General Contractor

## **Typical Required Inspections**

- Plans/Permit Onsite
- Code Required Fence
- BMPs In Place
- BMP Maintenance
- Fence Maintenance
- Lake Excavation Final – when all work is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Excavation Permits - Canals

## **Permit Submittal**

- Completed Engineering Permit Application
- Engineering plans must be submitted for review and approval, prior to permit submittal. Plans are not required to be submitted with the permit application, as the approved engineering plans will be utilized for the permit. A preconstruction meeting is required prior to permit issuance.

## **Restrictions**

- Must have all applicable permits from Broward County and South Florida Water Management District (i.e. dewatering)

## **Requirements**

- Per Section 16-182 (b) (5) of the City Code of Ordinances installation of an 8-foot fence around canal prior to commencement of construction
- Must maintain erosion control measures per approved Storm Water Pollution Prevention Plan or Best Management Practices
- Must meet City of Sunrise Code of Ordinances for required slopes (Chapter 16)
- Must call inspector 48 hours prior to the start of work.

## **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified General Contractor
- State of Florida Certified Underground Utility & Excavation Contractor
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 4A – Excavation
- BC Certificate of Competency – General Contractor

## **Typical Required Inspections**

- Plans/Permit Onsite
- Code Required Fence
- BMPs In Place
- BMP Maintenance
- Fence Maintenance
- Canal Excavation Final – when all work is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector



# Excavation Permits - Below Ground Storage Facilities

## **Permit Submittal**

- Completed Engineering Permit Application
- Two (2) sets of plans for project that do not require revised engineering plans. If project already has approved revised engineering plans, no plans are required with permit application.

## **Restrictions**

- Must have all applicable permits from Broward County and South Florida Water Management District (i.e. dewatering)

## **Requirements**

- Must call inspector 48 hours prior to the start of work
- Must meet City of Sunrise Code of Ordinances for required slopes (Chapter 16)
- Installation of a construction fence around excavation area
- Must maintain erosion control measures per approved Storm Water Pollution Prevention Plan or Best Management Practices for the life of the project or until approved by the Engineering Division per the required Site Preparation Permit
- Building Permit may be required for concrete paving

## **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified General Contractor
- State of Florida Certified Underground Utility & Excavation Contractor
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 4A – Excavation
- BC Certificate of Competency – General Contractor

## **Typical Required Inspections**

- Plans/Permit Onsite
- Dewatering - Tank Prep
- BMPs In Place
- Below Ground Storage Facilities Final – when all work is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Final Site Permit

## **Permit Submittal**

- Completed Engineering Permit Application
- If site includes multiple buildings, on permit application, in the “Description of Work” area, include building number
- One application must be filled out for each building on the site.

## **Restrictions**

- This permit is only applicable for buildings on a new construction or redevelopment project that consists of construction of a new building or alternation to the exterior of an existing building

## **Requirements**

- Any field changes (i.e. elevations, colors, windows, landscaping, engineering) must be approved by City staff and have all plan approvals complete prior to scheduling of field inspections
- Must have all outside agency approvals prior to the Engineering Divisions approval (i.e. Broward County Surface Water Management, Broward County Wastewater, Broward County Health Department, etc.)

## **License Requirements** *(any one of the following will qualify for permit application)*

- No license required; anyone can apply for permit
- A contractor applying for permit must be registered with the City

## **Typical Required Inspections**

- Engineering Checklist Items – all items on the Project Close-Out Checklist (FKA Final Site Checklist)
- Landscaping Inspection – final for landscape permit must be approved
- Plan Revisions – any outstanding site plan, engineering plan, or as-built plans must be approved
- Planner Inspection – Planner’s inspection of the entire site
- Engineering Inspection – Engineering’s inspection of the entire site
- Final Site Final – when all work is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Maintenance of Traffic Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- On permit application, in the “Description of Work” area, describe the temporary traffic modifications and include name of affected roadway
- On permit application, indicate the dates and times the MOT Plan will be in effect on the appropriate designated field under Project Information
- Two (2) sets of MOT plans prepared by someone with the ATSSA Advanced Level Training Course Certification. Please note if a standard FDOT index is going to be used, copies must be provided. All plans including standard indices must be stamped and/or signed by the plan preparer.
  - Plans must be printed in black
  - Identify areas of traffic modification by outlining or using a similar method. Do NOT use colored marker to identify areas of traffic modification.
  - When indicating the type of traffic modification to be used in a specific area, identify the affected area with hash marks or other symbol or method. Do NOT use colored marker to identify areas of traffic modification.
  - Indicate which side of the road will be affected
  - If FDOT indexes are used, all tables must have the appropriate information identified for the roadway being modified (i.e. posted speed limit). Do NOT use colored marker to identify.
- Copy of Advanced Level Training Course Certification of person who prepared MOT plans

## **Restrictions**

- The approval of temporary modification of traffic patterns can be rescinded at any time, following reasonable notice, that said permission causes or creates any unforeseen problems
- Contact FDOT or Broward County for MOT permit requirements within FDOT or Broward County right-of-way

## **Requirements**

- All traffic control associated with construction shall be performed in accordance with provisions of Part IV of the Manual of Uniform Traffic Control Devices, and performed to meet the standards of all laws regulating traffic in Broward County and the City of Sunrise whether specified in the permit application and accompanying plans
- Must follow plans submitted with permit
- MOT may be required to be modified according to field conditions by an Engineering Inspector or other Department representative

### **License Requirements**

- No license required; anyone can apply for permit. However, ATSSA advanced level training course certification is required for preparation and certification of MOT plan. See other permit types for corresponding license requirements.
- Contractor applying for permit must be registered with the City

### **Typical Required Inspections**

- Plans/Permit Onsite
- Set Up
- Maintenance - City will conduct regular inspections throughout life of the permit/project to ensure MOT plan is being maintained and roadways are safe
- MOT Final - when all work is complete, area is restored to pre-work condition, and entire MOT is removed
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Miscellaneous Permit

## **Permit Submittal**

- Completed Engineering Permit Application
- Two (2) sets of plans illustrating work to be done onsite
- On permit application, under the “Description of Work” area, include a brief description of the job
- Other information may be required as this permit is project specific

## **Restrictions**

- Restrictions are job specific for this permit type; see permit, attachments to permit, and/or plans for restrictions

## **Requirements**

- Must follow plans submitted with permit

## **License Requirements** *(any one of the following will qualify for permit application)*

- License requirements dependent upon scope of work
- Contractor applying for permit must be registered with the City

## **Typical Required Inspections**

- Plans/Permit Onsite
- Landscaping Inspection
- Miscellaneous Final – when all work is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Paving Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- Engineering plans must be submitted for review and approval, prior to permit submittal. Plans are not required to be submitted with the permit application, as the approved engineering plans will be utilized for the permit. A preconstruction meeting is required prior to permit issuance.
- For Utility Franchises performing work within City right-of-way, two (2) copies of plans showing all work.

## **Restrictions**

- For Brick Paver installation where vehicular load is expected, the City of Sunrise standard detail must be used. Contact the Plans Processing Technician at 954-746-3277 to obtain a copy of details.

## **Requirements**

- Surface defects will be cause for rejection
- 2<sup>nd</sup> Lift of asphalt shall not be installed until City approval is received

## **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified General Contractor (No work in ROW)
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 3A – Major Roads
- BC Certificate of Competency 3B – Minor Roads (No work in ROW)
- **Cold patch** - No license required; anyone can apply for permit

## **Typical Required Inspections**

- Plans/Permit Onsite
- Subgrade – Densities
- Limerock – Densities
- Formwork
- Rock As-Built Certification Submittal
- Prereq for 1st Lift
- Prereq for 2nd Lift
- Prereq for Striping
- Paving Final – when all work is complete and area is restored to pre-work condition
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Repaving Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- For Existing Multifamily or Non-Residential Properties: Two (2) copies of the approved site plan clearly indicating the area of pavement being replaced. To obtain copies of approved site plan, contact the Plans Processing Technician at 954-746-3277 and make an appointment. If an approved site plan is not available from the City, then a current survey of the property should be used.
- For Overlays, Resurfacing, or Other Jobs that Require Restriping Site: Must follow all submittal requirements listed in the “Restriping/Repaving Permit Requirements & Acknowledgement” document and submit an original signed by both the owner/owner’s agent and qualifier for contractor.

## **Restrictions**

- Cold patch is limited to an area less than 4 square-feet and a total project area on the property less than 50 square feet. If individual area or total area is larger, hot mix must be used.
- For Brick Paver installation where vehicular load is expected, the City of Sunrise standard detail must be used
- Feathered joints are not permitted
- For asphalt overlays, all existing drainage structures must be maintained at their current elevation, all valves and sanitary sewer manholes must be raised to grade, the height of all existing curbing must be maintained per site plan (typically 6” minimum) and the overlaying shall not substantially modify the current drainage flows

## **Requirements**

- Surface defects will be cause for rejection
- If restriping occurs within 48 hours of asphalt being applied, 2 coats of traffic paint may be required
- Thermoplastic striping cannot be applied within the first 18 days after asphalt application is completed
- All Permit Requirements listed in the “Restriping/Repaving Permit Requirements & Acknowledgement” document

## **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified General Contractor (No work in ROW)
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 3A – Major Roads
- BC Certificate of Competency 3B – Minor Roads (Limited work in ROW)
- BC Certificate of Competency 3E – Surfacing (No work in ROW)

## **Typical Required Inspections**

- Plans/Permit Onsite
- Field Precon Meeting
- Preparation Work (Saw Cut & Tacked)
- Repaving Final– when all work is complete and area is restored to pre-work condition
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Resealing/Restriping Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- Three (3) copies of the most current City of Sunrise stamped approved Site Plan
- Must follow all submittal requirements listed in the “Restriping/Repaving Permit Requirements & Acknowledgement” document. To obtain copies of approved site plan, contact the Plans Processing Technician at 954-746-3277 and make an appointment.
- Submit an original “Restriping/Repaving Permit Requirements & Acknowledgement” document signed by both the owner/owner’s agent and qualifier for contractor.

## **Restrictions**

- All Permit Requirements listed in the “Restriping/Repaving Permit Requirements & Acknowledgement” document

## **Requirements**

- All Permit Requirements listed in the “Restriping/Repaving Permit Requirements & Acknowledgement” document

## **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified General Contractor (No work in ROW)
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 3A – Major Roads
- BC Certificate of Competency 3B – Minor Roads (No work in ROW)
- BC Certificate of Competency 3D - Sealcoating
- BC Certificate of Competency 3E – Surfacing
- Striping Only – Property owners may pull striping permits only

## **Typical Required Inspections**

- Plans/Permit Onsite
- Resealing/Restriping Final– when all work is complete and area is restored to pre-work condition
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector



# Road Cut & Restoration Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- For Existing Multifamily or Non-Residential Properties: Two (2) copies of the approved site plan highlighting the area of work. To obtain copies of approved site plan, contact the Plans Processing Technician at 954-746-3277 and make an appointment. If an approved site plan is not available from the City, then an accurate, current survey of the property should be used.
- For New Construction or Redevelopment Projects; Engineering plans must be submitted for review and approval, prior to permit submittal. Plans are not required to be submitted with the permit application, as the approved engineering plans will be utilized for the permit. A preconstruction meeting is required prior to permit issuance.
- For Utility Franchises performing work within the right-of-way, two (2) copies of plans showing limits of work.

## **Restrictions**

- If roadway was recently paved, a road cut will not be permitted and directional boring will be required.

## **Requirements**

- A \$500 refundable cash bond (cash, check, or cash bond) – due at time of permit issuance and refundable after the permit is finalized. Contractors submitting permit applications working for a Utility Franchise are exempt from this requirement.
- Densities every lift for every lane
- Twice the adjacent rock, minimum 16 inches
- Maximum of 6-inch lifts
- All lifts require 100-percent compaction
- Sawcut 2-feet beyond trench on either side
- Must call inspector 48 hours prior to the start of work
- Must repave an entire lane not a partial lane and sawcut at lane line
- Restoration per City of Sunrise and Broward County Standards

## **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified General Contractor (No work in ROW)
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 3A – Major Roads
- BC Certificate of Competency 3B – Minor Roads (No work in ROW)

## **Typical Required Inspections**

- Plans/Permit Onsite
- Field Preconstruction Meeting
- Subgrade-Lifts-Densities
- Limerock-Lifts-Densities
- Prereq for 1st Lift
- Prereq for 2nd Lift
- Road Cut Final – when all work is complete and area is restored to pre-work condition
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Sewer Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- On permit application, indicate the cost of construction on the line adjacent to sewer. This cost should include all material cost and labor for the construction to the point of service (lateral). Including all private sanitary sewer systems.
- Engineering plans must be submitted for review and approval, prior to permit submittal. Plans are not required to be submitted with the permit application, as the approved engineering plans will be utilized for the permit. A preconstruction meeting is required prior to permit issuance.

## **Restrictions**

- Must have a permit with Broward County Wastewater Licensing Division if County thresholds are met and the City's permit plans must match the plans the County permitted.

## **Requirements**

- Must follow City standard specifications and details
- Must call inspector 48 hours prior to the start of work
- Must meet Engineer of Record requirements; if conflict exists with City requirements, please contact Inspector ASAP
- Engineer of Record is required to be at all major inspections and testing (i.e. certification inspections, tie-in, lift station start-up, etc). These particular inspections shall be requested online or by calling the front desk. The Engineering Inspector will contact the contractor and Engineering of Record to schedule specific date and time.

## **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified Underground Utility & Excavation Contractor
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 1A – Primary Pipe Lines

## **Typical Required Inspections**

- Plans/Permit Onsite
- Materials/Structures
- Tie-in/Tap
- Coring
- Trench/Pipe
- Crossings
- Trench/Densities
- Force Main-Flush
- Lamp/Manhole After Finish Rock
- Exfiltrate Test After Rock
- TVing
- Mainstay - Spark Test
- Force Main Pressure Test After Rock
- Lift Station Start-Up
- Operational Sewer Final
- 80% Sewer Final
- Final Sewer – when installation is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Sewer Tie-In Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- Two (2) sketches (marked up survey is sufficient) showing the proposed location of the tie-in, sewer main size and type, and size and location of the clean-out. To obtain as-built locations of sewer main, contact the Plans Processing Technician at 954-746-3277 and make an appointment.
- One (1) copy of the Materials List per the City of Sunrise's standard format prepared by underground contractor shall be attached to each of the above required sketches (<http://sunrisefl.gov/Modules/ShowDocument.aspx?documentid=1867>)
- Prior to the issuance of a Sewer Tie-in Permit, Plant Connection Fee and Utility Inspection Fee must be paid (Appendix B). Contact the Engineering Aide at 954-746-3284 to pay the appropriate Plant Connection Fee and Utility Inspection Fee.

## **Restrictions**

- Prior to final connection to the lateral, a Capacity Reservation fee must be paid to the City of Sunrise Public Service Department and all required documentation must be submitted (i.e. Meter Application, Water & Wastewater Connection Application). Contact the Public Service Department at 954-835-2782 or 954-835-2791 to determine required fees and required documentation.

## **Requirements**

- Must follow City of Sunrise standard detail for a typical sewer service line installation and general guidelines
- Must request an inspection and also contact inspector 48 hours prior to the start of work. No tie-ins can occur without presence of Engineering Inspector.
- If the tie-in will occur in the public right-of-way outside of the City of Sunrise corporate limits or in FDOT or Broward County right-of-way, additional permits may be required. Contact the appropriate agencies.
- If plans were prepared and signed by an engineer, Engineer of Record must be present for all major inspections and testing (i.e. tie-in, etc).

## **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified Utility & Excavation Contractor
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 1A – Primary Pipe Lines

## **Typical Required Inspections**

- Plans/Permit Onsite
- Materials
- Tie-in/Tap
- Trench/Pipe
- Lamping/TVing
- Final Sewer Tap - when installation is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Sidewalk Permits

## Permit Submittal

- Completed Engineering Permit Application
- For Existing Residential Property: Two (2) copies of a survey of existing conditions, clearly indicating the area of sidewalk to be replaced.
- For Existing Non-Residential Property: Two (2) copies of the approved site plan, clearly indicating the area of sidewalk to be replaced. To obtain copies of approved site plan, contact the Plans Processing Technician at 954-746-3277 and make an appointment. If an approved site plan is not available from the City, then an accurate, current survey of the property should be used.
- For New Construction or Redevelopment Project: Any project that requires a preconstruction meeting is exempt from the above required site plan or survey submittals as the approved site plan and engineering plan will be used.

## Restrictions

- Partial repairs to a flag are prohibited; an entire flag of sidewalk must be replaced (*a flag refers to a section of sidewalk located between two joints*). However, if a flag is 7-feet or greater in length, partial repairs may be made on a case-by-case basis and will be at the discretion of the Community Development Department, Engineering Division.

## Requirements

- Sidewalk Thickness – must be the same thickness as adjacent sidewalk if greater than 4-inches; otherwise a minimum of 4-inches is required. However, if sidewalk intersects a driveway, thickness is required to be 6-inches.
- Sidewalk Width – must be same width as adjacent sidewalk
- Compressive Strength –3000 psi minimum
- Joints shall be 5-foot on center maximum – must be control joints; expansion joints are prohibited
- New sidewalk must be flush with adjacent roadway and driveway where applicable
- Subgrade must be compacted
- Grinding is prohibited within City right-of-way
- Reinforcing steel is prohibited
- Light broom, high quality finish
- Graffiti or other surface defects will be cause for rejection
- The sides of the new sidewalk, where form boards were removed, must be backfilled prior to final inspection

**License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified General Contractor
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 3A – Major Roads
- BC Certificate of Competency 3B – Minor Roads (Limited work in ROW)
- BC Certificate of Competency 3C – Concrete Driveways, Curbs, Gutters and Sidewalks (Limited work in ROW)
- BC Certificate of Competency – General Contractor (No work in ROW)
- Homeowner – Sidewalk located adjacent to single-family property
- **Sidewalk Repair Only on Private Property:** No license required; anyone can apply for permit; however, if contractor, contractor must be registered with City

**Typical Required Inspections**

- Plans/Permit Onsite
- Formwork – completed prior to any concrete installation
- Densities
- Sidewalk Final – when all work is complete and area is restored to pre-work condition
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Site Preparation Permits

## Permit Submittal

- Completed Engineering Permit Application
- For Undeveloped Sites with Development Plans: Requirements 1, 2, & 3 below
- For Undeveloped Sites without Development Plans: Requirements 1, 2, & 3 below
- For Existing Developed Sites with Proposed Redevelopment Plans: Requirements 1, 2, & 3 below
- For Existing Developed Sites without Proposed Redevelopment Plans: Requirements determined by a site by site basis; most commonly requirements 2 & 3 below
- Requirements: (see above)
  1. For clearing sites, a jurisdictional determination letter from Broward County Environmental Protection Department, Biological Resources Division (954-519-1230) identifying if there are any wetland areas to be preserved. If wetlands are to be preserved, appropriate measures must be identified on the below required Stormwater Pollution Prevention Plan (i.e. construction fence).
  2. Two (2) copies of a Stormwater Pollution Prevention Plan (SWPPP) prepared by a Professional Engineer including all appropriate details of best management practices. If a SWPPP has already been approved as part of engineering plan submittal, please provide only one (1) copy of the approved stamped plan and include a note indicating “SWPPP approved in Engineering Plans” and the SWPPP sheet number(s) on permit application under “Description of Work.”
  3. One (1) copy of a City approved and stamped tree survey prepared by an ISA Certified Arborist or Landscape Architect. If the survey of desirable trees onsite has not yet been approved, please contact the Urban Forester at 954-746-3272. If there are no desirable trees on the site, a signed and sealed letter from an ISA Certified Arborist or Landscape Architect must be provided indicating such.

## Restrictions

- No trees may be removed without the Engineering Division’s written approval

## Requirements

- Must maintain erosion control measures per approved Storm Water Pollution Prevention Plan or Best Management Practices for the life of the project or until approved by the Engineering Division
- For sites that are being cleared without approved Development Plans, a permanent vegetative cover must be established within 30 days after clearing
- During clearing of a wooded site, extreme caution must be taken to assure that any desirable trees not identified on the tree survey are identified and preserved
- Must follow all Broward County guidelines

**License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Registered General Contractor
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 4A – Excavating
- BC Certificate of Competency 4B – Clearing and Grading
- BC Certificate of Competency – General Contractor
- Property Owner

**Typical Required Inspections**

- Plans/Permit Onsite
- BMPs In Place
- BMP Maintenance - City will conduct regular inspections throughout the life of the permit/project to ensure erosion control measures are being maintained
- Site Preparation Final – when all work is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Water Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- On permit application, indicate the cost of construction on the line adjacent to water. This cost should include all material cost and labor for the construction to the point of service (water meter, DDCV) and all fire hydrant lines.
- Engineering plans must be submitted for review and approval, prior to permit submittal. Plans are not required to be submitted with the permit application, as the approved engineering plans will be utilized for the permit. A preconstruction meeting is required prior to permit issuance.

## **Restrictions**

- Must have a permit with Broward County Health Department if County thresholds are met and the City's permit plans must match the plans the County permitted

## **Requirements**

- Must follow City standard specifications and details
- Must call inspector 48 hours prior to the start of work
- Must meet Engineer of Record requirements; if conflict exists with City requirements, please contact Inspector ASAP
- Engineer of Record is required to be at all major inspections and testing (i.e. certification inspections, tap, pressure test, etc). These particular inspections shall be requested online or by calling the front desk. The Engineering Inspector will contact the contractor and Engineering of Record to schedule specific date and time.

## **License Requirements** *(any one of the following will qualify for permit application)*

- State of Florida Certified Underground Utility & Excavation Contractor
- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 1A – Primary Pipe Lines

## **Typical Required Inspections**

- Plans/Permit Onsite
- Materials/Structures
- Tie-in/Tap
- Trench/Pipe
- Crossings
- Trench/Densities
- Flush
- Optional Preliminary Pressure Test
- Sample Points & As-Builts
- Turn Water On After HRS Approval
- Pressure Test after Finish Rock
- Plug Vents
- Operational Water Final
- 80% Water Final
- Water Final – when installation is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector



# Water Tap Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- Two (2) sketches showing the proposed location of the tap, watermain size and type, and size and location of the service line and water meter. To obtain as-built locations of watermain, contact the Plans Processing Technician at 954-746-3277 and make an appointment.
- One (1) copy of the Materials List per the City of Sunrise's standard format prepared by underground contractor shall be attached to each of the above required sketches (<http://sunrisefl.gov/Modules/ShowDocument.aspx?documentid=1867>)
- Prior to the issuance of a Water Tap Permit, Plant Connection Fee and Utility Inspection Fee must be paid (see Appendix B). Contact the Engineering Aide at 954-746-3284 to pay the appropriate Plant Connection Fee and Utility Inspection Fee.

## **Restrictions**

- Prior to issuance of a water meter, a Capacity Reservation fee must be paid to the City of Sunrise Public Service Department and all required documentation must be submitted (i.e. Meter Application, Water & Wastewater Connection Application). Contact the Public Service Department at 954-835-2782 or 954-835-2791 to determine required fees and required documentation.

## **Requirements**

- Must follow City of Sunrise Permanent Water Meter Installation Guidelines (Appendix D)
- Must follow City of Sunrise standard detail for a typical water service line installation
- Must request an inspection and also contact inspector 48 hours prior to the start of work. No taps can occur without presence of Engineering Inspector.
- Once the tap has been preformed, the contractor must install the service and prepare the location for the meter installation. The City of Sunrise will supply the meter (up to 2-inch in size) and the meter box, once the location for the meter has been prepared.
- If the tap will occur in the public right-of-way outside of the City of Sunrise corporate limits or in FDOT or Broward County right-of-way, additional permits may be required. Contact the appropriate agencies.
- If plans were prepared and signed by an engineer, Engineer of Record must be present for all major inspections and testing (i.e. tap, flush, etc).

## **License Requirements** *(any one of the following will qualify for permit application)*

- BC Certificate of Competency – General Engineered Construction
- BC Certificate of Competency 1A – Primary Pipe Lines
- FL Underground Utility and Excavation Contractor (CU and RU)<sup>1</sup>

## **Typical Required Inspection**

- Plans/Permit Onsite
- Materials
- Tie-in/Tap
- Trench/Pipe
- Flush/Testing
- Final Water Tap
- Any other required inspections specifically attached to permit, written on plans, or directed by Engineering Inspector

# Irrigation Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- For Existing Multifamily or Non-Residential Properties: On permit application under the “Description of Work” area, indicate the water source for irrigation system. Depending on the scope of work, the City reserves the right to require revised irrigation plans be submitted and approved prior to issuance of permit.
- For New Construction and Redevelopment Projects: Plans are not required as the approved irrigation plans will be utilized for this permit. A preconstruction meeting must occur prior to permit approval and issuance.

## **Restrictions**

- The Engineering Permit does not cover the Plumbing Permit that may be required from the Building Division per the Florida Building Code
- Site must have a permit with South Florida Water Management District (SFWMD) if thresholds are met
- If water source is from an open water body not located on same property, proof of permission from owner in which the water body is located and all other properties impacted

## **Requirements**

- All work must comply with Section 16-163 of the City Code of Ordinances including 100-percent coverage, 50-percent overlap, rust-free water source, and rain sensor override
- All work must comply with Appendix “f” of the Florida Building Code
- All irrigation heads used on turf areas should be greater than 4-inches in height

## **License Requirements** *(any one of the following will qualify for permit application)*

- BC Certificate of Competency – Master Plumber
- BC Certificate of Competency – Journeyman Plumber
- BC Certificate of Competency – Lawn Sprinkler

## **Typical Required Inspections**

- Plans/Permit Onsite
- Final Inspection - when installation is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Urban Forester

# Landscaping Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- A Landscaping Permit will not be issued without landscaping plans being approved; a permit cannot be issued until a preconstruction meeting occurs.

## **Restrictions**

- Irrigation system must be fully functional prior to the installation of all landscaping with the exception of trees

## **Requirements**

- Installation must follow City approved Landscape Plan
- Adhere to City Code of Ordinances, Chapter 16
- Must follow all instructions given at the preconstruction meeting
- Contact Urban Forester 48-hours prior to the installation of trees
- Per Chapter 16, Article VIII of the City of Sunrise Code of Ordinances, survivability of plant must be guaranteed for on (1) year

## **License Requirements** *(any one of the following will qualify for permit application)*

- Local Business Tax Receipt (Occupational License) from Broward County for Landscape business

## **Typical Required Inspections**

- Plans/Permit Onsite
- Planting Pit Inspection
- Root Ball Inspection
- Irrigation Functioning
- LS Req for 2nd Lift Pave
- Landscaping Final – when installation is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Urban Forester

# Miscellaneous Irrigation Permits

## **Permit Submittal**

- Completed Engineering Permit Application

## **Restrictions**

- This permit does not cover the Plumbing Permit that may be required from the Building Division per the Florida Building Code
- This permit is not for new installations

## **Requirements**

- Adhere to existing approved irrigation plans on file with the City
- All work must comply with Section 16-163 of the City Code of Ordinances including 100-percent coverage, 50-percent overlap, rust-free water source, and rain sensor override
- All work must comply with Appendix "f" of the Florida Building Code

## **License Requirements** *(any one of the following will qualify for permit application)*

- BC Certificate of Competency – Master Plumber
- BC Certificate of Competency – Journeyman Plumber
- BC Certificate of Competency – Lawn Sprinkler

## **Typical Required Inspections**

- Permit Onsite
- Miscellaneous Irrigation Final - when work is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Urban Forester

# Tree Removal/Replacement Permits

## Permit Submittal

- Completed Engineering Permit Application
- For Redevelopment Projects: Must have tree survey or tree removal and/or relocation plans approved prior to permit issuance. This plan is typically submitted and approved as part of the Site Plan submittal package.
  - When preserving selected trees, relocating or removing trees, a tree survey or tree preservation plan shall include the common species name, botanical species name, location, height, spread, condition, disposition and barricading details and specifications for trees that are to be preserved
- For Existing Properties (including Single Family Homes): On permit application under the “Description of Work” area, indicated the location of the tree(s) proposed to be removed and the reason for removal
- For Emergency Cases: Photos of existing tree and reason for removal must be provided on the permit application under the “Description of Work” (see below under restrictions)

## Restrictions

- Trees that do not meet County and City guidelines for removal will not be eligible for removal
- If there is an emergency that requires a tree removal and the City is not open for a permit, please leave a message for the Urban Forester at 954-746-3277 or email [wbyrnes@sunrisefl.gov](mailto:wbyrnes@sunrisefl.gov) with your name, phone number, date, time, location of tree, and reason for emergency removal. A permit must be applied for on the next business day to avoid a code violation. Document with photos existing tree prior to removal and reason for removal. This documentation must be submitted with the permit application.

## Requirements

- Trees approved for relocation, other than palms, require rooting pruning 6 to 8 weeks prior to relocation
- A native tree must be replaced with a native tree from the Approved Plant List
- 50-percent of the replacement trees must be from Category 1 as defined in the approved plant list
- For Single-Family Residences: Replacement trees must be a minimum of 9-feet tall with a 5-foot spread and be on the Approved Plant List
- For Multifamily Residences and Non-Residential Properties: Replacement trees must be a minimum of 12-feet tall with a 6-foot spread and be on the Approved Plant List
- Quantity, size, location, and species of replacement trees must be approved by the City prior to installation

## License Requirements (any one of the following will qualify for permit application)

- Local Business Tax Receipt (Occupational License) from Broward County for Landscape business

## Typical Required Inspections

- Pre-inspection required prior to the commencement of any site work – site inspection of preserved trees; not required if a Notice of Violation has been issued by Code Enforcement
- Tree Removal/Replacement Final - when installation is complete
- Any other required inspections specifically attached to permit, written on plans, or directed by Urban Forester

# Tree Trimming Permits

## **Permit Submittal**

- Completed Engineering Permit Application
- On Application, indicate the number of trees to be trimmed on line adjacent to tree trimming and check either single-family or non-single family under tree trimming

## **Restrictions**

- Tree Trimming Permit is required for trimming of all trees including palm trees
- Single-family home owners must obtain tree trimming permit

## **Requirements**

- Trees must be trimmed to the ANSI A-300 standards and Section 16-173 of City of Sunrise Code of Ordinances

## **License Requirements** *(any one of the following will qualify for permit application)*

- Broward County Tree Trimmers License
- ISA Arborist Certification
- Single-Family Properties: Homeowner can pull permit

## **Typical Required Inspections**

- Permit Onsite
- Tree Trimming Final – when work is complete
- Any other required inspections specifically attached to permit or directed by Urban Forester



## Appendix A: Hold Harmless Agreement

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
(type or print)

Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

City of Sunrise  
Community Development Department  
1601 NW 136<sup>th</sup> Avenue, Building A  
Sunrise, FL 33323

I, \_\_\_\_\_, am the owner of the property (name of applicant)  
located at Lot \_\_\_\_\_, Block \_\_\_\_\_, and Section, \_\_\_\_\_.

As the owner of this property, *also known as the address of property where the work is being done*, I agree to take full responsibility to restore or repair the proposed concrete or pavers within the subject utility easement or right-of-way in the event of any future utility installation or the repair of existing utilities.

Signature of Applicant \_\_\_\_\_

Sworn and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
by \_\_\_\_\_

Or \_\_\_\_\_ Personally Known  
\_\_\_\_\_ Produced ID Type of ID \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Appendix B: Plant Connection Fee and Utility Inspection Fee Schedule

The following City of Sunrise meter installation and connection charge schedule and utility inspection fee for the water and wastewater systems is in effect as of August 27, 1996. The fees and charges are subject to change by the City without notice to developers, builders, or consumers. Applicable connection charges will be determined at the time that a permit is approved by the City for utility service. This fee schedule is current as of 1/13/2011.

No reliance may be given for any amounts quoted verbally or in writing prior to permit approval. The provisions of Chapter 15 of the Sunrise City Code will control the application of fees and charges.

### Meter Installation and Connection Charge Schedule

**Pursuant to Section 15-119, City of Sunrise Code of Ordinances**

Property Type	Meter Size	Meter Installation Charge	Water Connection Charge	Sewer Connection Charge	Connection Charge Total
Single Family	3/4"	\$150	\$1,500	\$1,350	\$2,850
Single Family	1"	\$200	\$3,750	\$1,350	\$5,100
Single Family	1 1/2"	\$350	\$7,500	\$1,350	\$8,850
Multi Family	Any size	By size	\$1,050/ unit	\$945/unit	\$1,995/ unit
General Service	3/4"	\$150	\$1,500/ERC	\$1,350/ERC	\$2,850/ERC
	1"	\$200			
	1 1/2"	\$350			
	2"	\$500			
	Larger than 2"	Customer Supplies			

General service connection charges are calculated by multiplying the number of ERC's (as determined by the City Engineer) by the connection charge rate.

### Utility Inspection Fee

**Pursuant to Section 15-74, City of Sunrise Code of Ordinances**

Residential - per unit	\$315.00
Non-Residential - per acre or fraction thereof	\$1,000.00



## Appendix C: Permanent Water Meter Installation Guidelines

The City of Sunrise Utilities Department will set the permanent water meter for meter sizes 2-inch or less once the Permanent Water Meter Checklist items have been submitted and approved by the Community Development Department, Engineering Division. It is the contractor's responsibility to install the meter boxes and lids.

### *General Guidelines for meter installation preparation:*

1. Do not use crimping tools to turn off water. Turn off water from the street.
2. Use all brass fittings.
3. Meters are to be set in grass areas wherever possible, and as uniformly as possible.
4. The pit for the meter must be clear of water and all other objects. Utilities Department personnel must be able to set the meter using both couplings.
5. The pit for the meter must be large enough to facilitate the use of hand tools to install the meter.
6. The top of the curb stop must be no lower than 10-12-inches below finished grade with no exceptions. Curb stop must be functional.
7. The meter box must be set to grade after plumbing work is completed.
8. The meter valve assembly must be facing the structure and must be plumb and level.
9. No meters will be installed in a sidewalk or driveway.
10. If water needs to be shut off, call the City of Sunrise Utilities Department at 954-846-7406.
11. There will be no unauthorized hook ups:
  - a. Straight piping is prohibited. See fines for illegal use of City water.
  - b. Any meters other than City of Sunrise meters will be confiscated immediately.
  - c. Any permanent water meter intended for a certain location must not be used for another location under any circumstances. A reinstallation fee is required if the meter is moved.
  - d. No construction meters will be used for any building needing a certificate of occupancy.
  - e. All meters must be installed facing in the proper direction (i.e., so that the meter registers a positive flow).
12. For meters 1 ½ -inch or larger, flanged ends will be necessary on the fittings.
13. Meters above 2-inches will be installed by the contractor. Approved shop drawings and engineering inspector approval must be obtained prior to installation. The Public Service Department must perform an initial read prior to any water consumption. Contact the City of Sunrise Public Service Department at 954-835-2782 or 954-835-2791.
14. Permanent water meters must not be moved once set. Fines will be assessed for illegal use of city water.