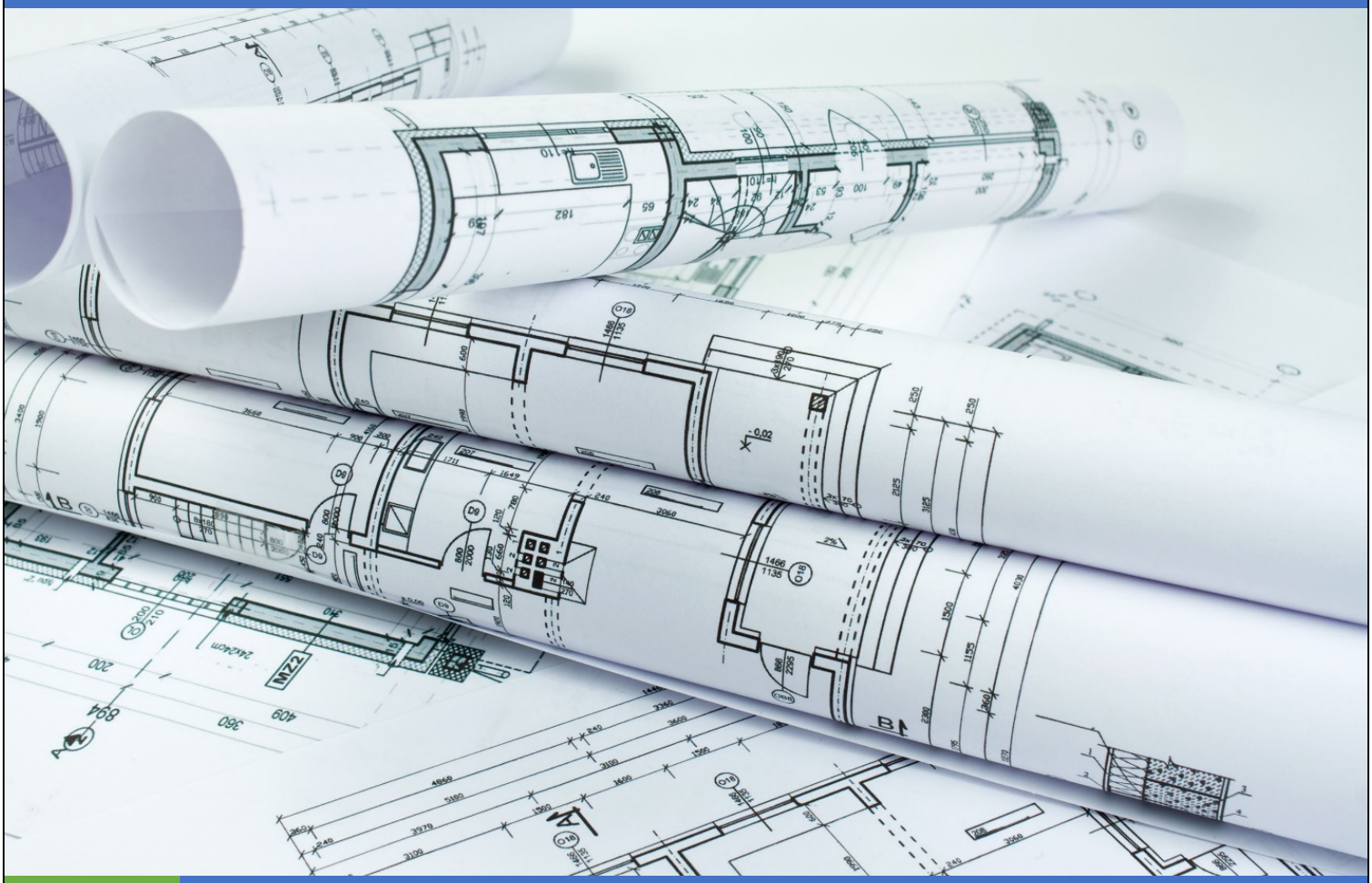
TAMARAC

The City For Your Life



Engineering Permit Application Online Guide

Public Services Department
Engineering Division
6/15/20

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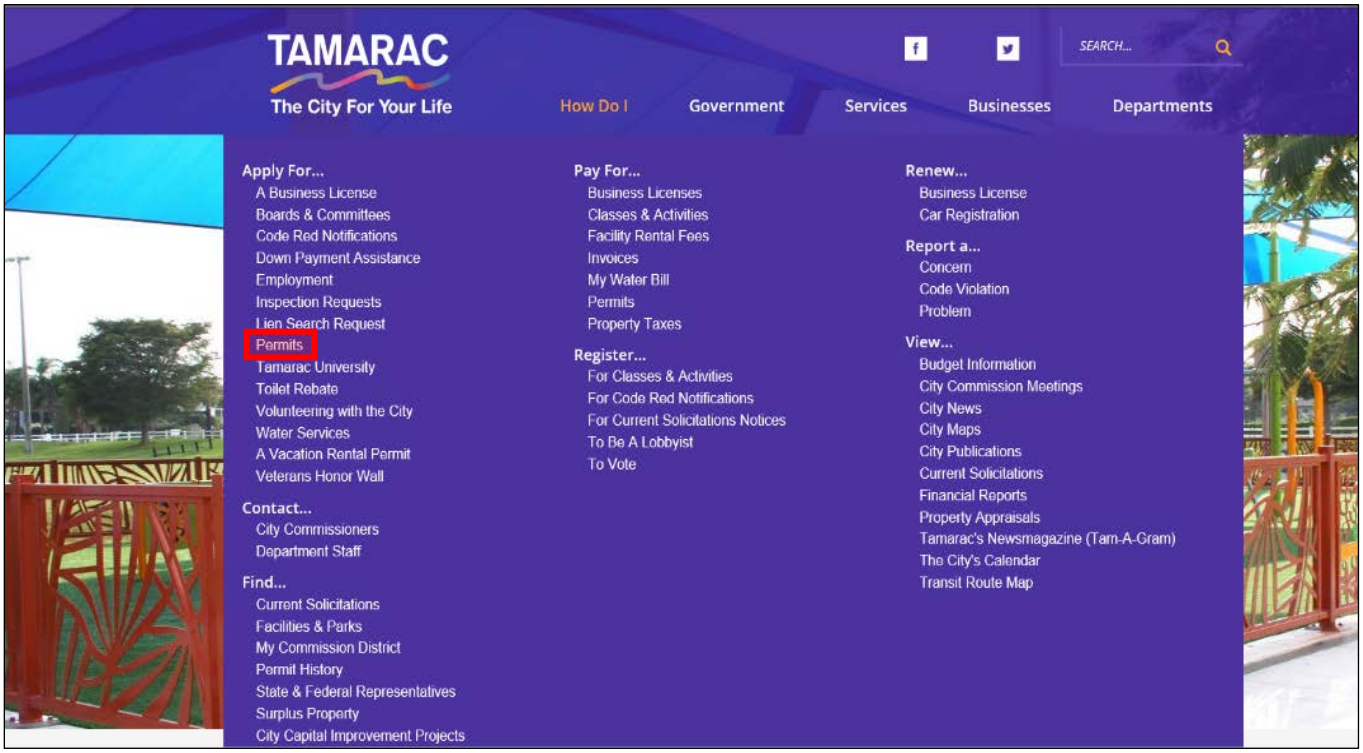
HOW TO APPLY FOR UTILITY PERMIT

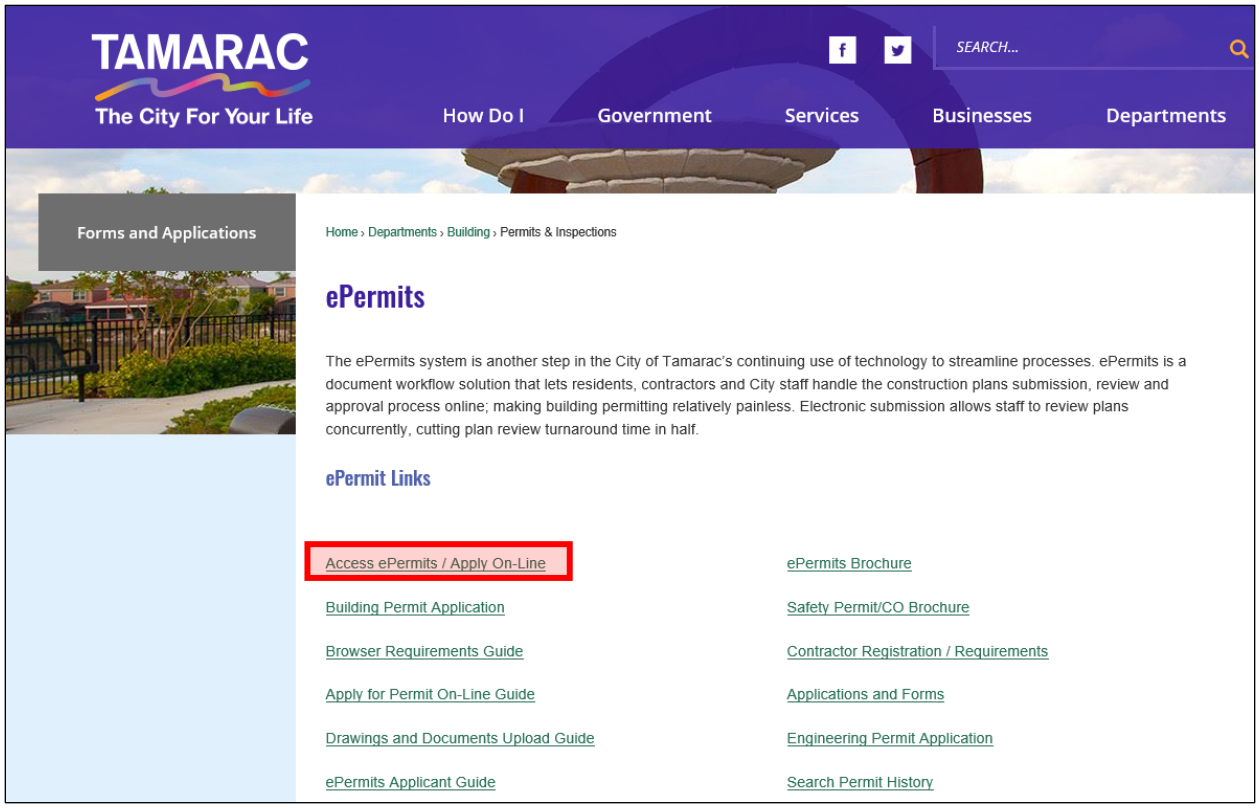
This permit applies only for Utility permits within the City of Tamarac right of way (FPL, AT&T, COMCAST, BLUESTREAM, VERIZON, TECO PEOPLES GAS, etc).

STEP 1: Log on to the City of Tamarac website at www.tamarac.org

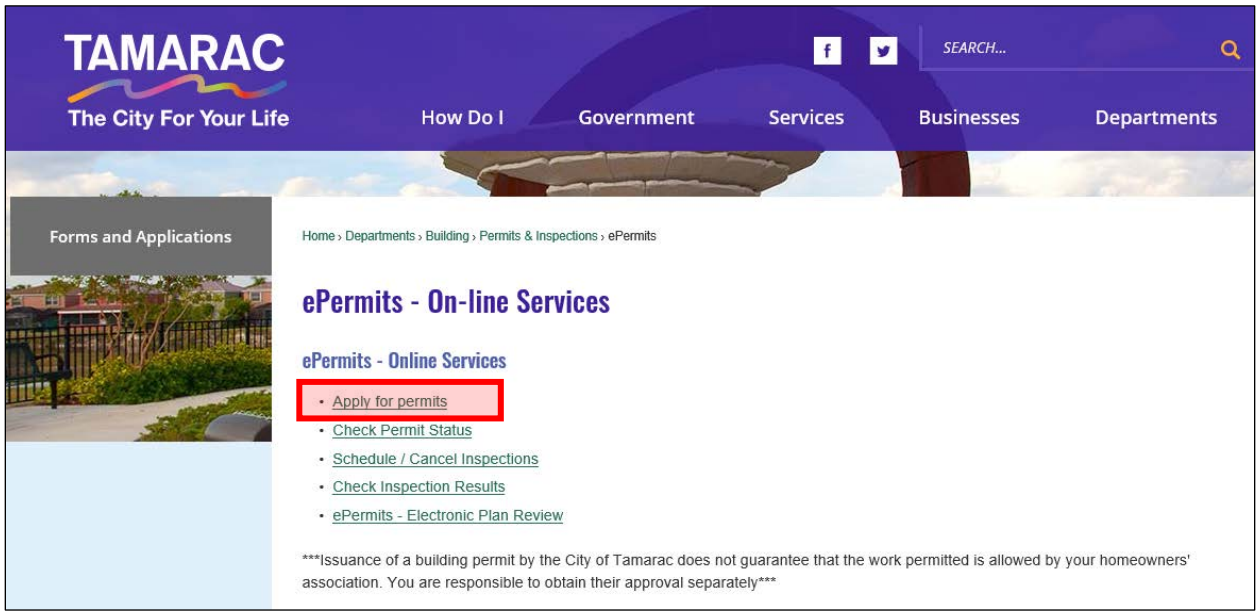
- How Do I
- Apply For…
- Click on Permits



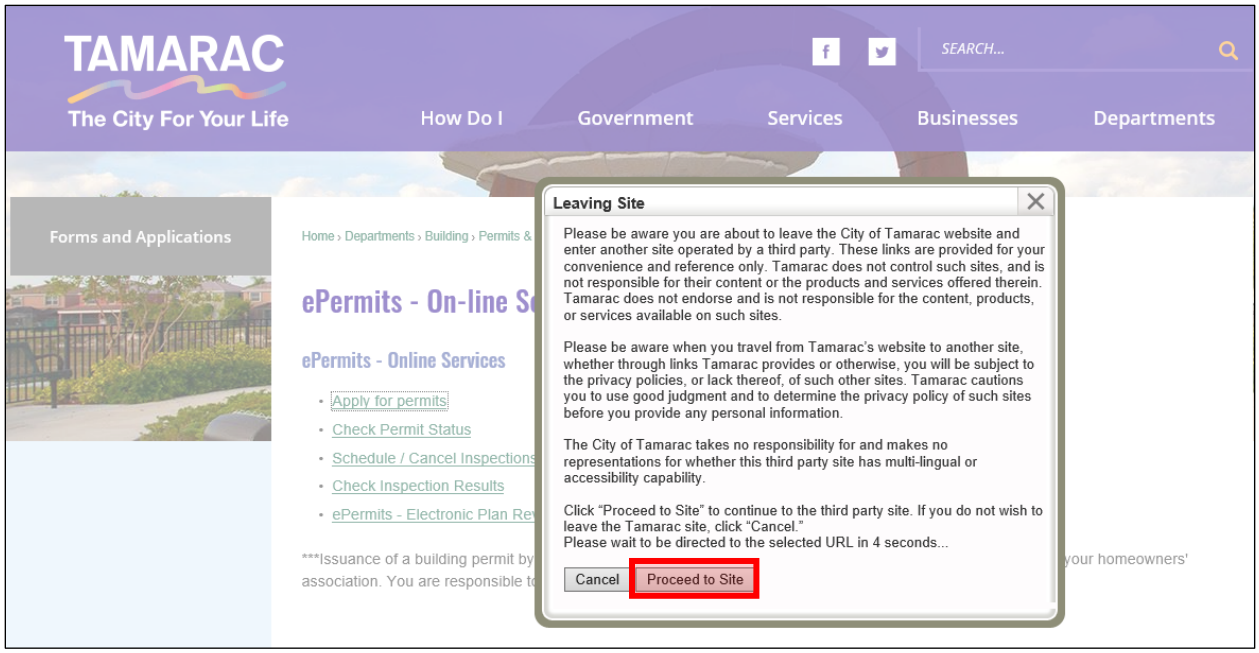
STEP 2: Click on “Access ePermits/Apply On-Line"



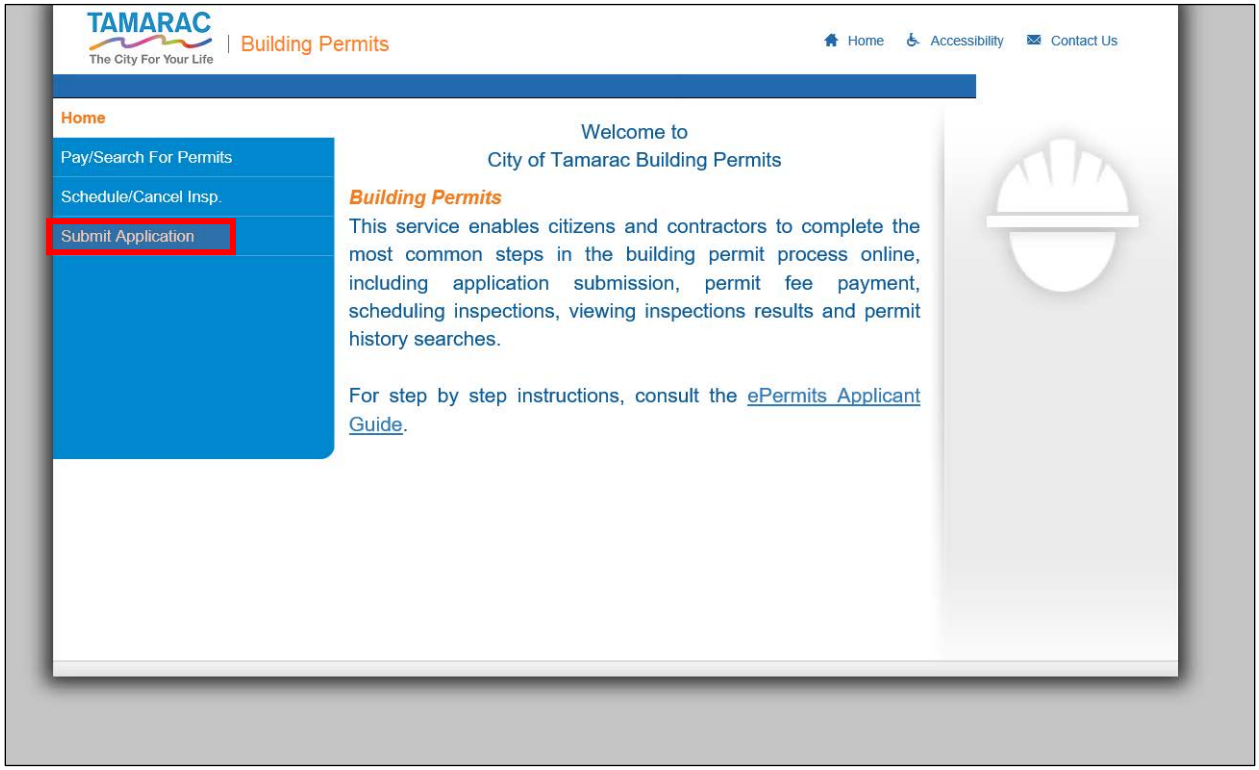
STEP 3: Click on “Apply for Permits” to begin your application online



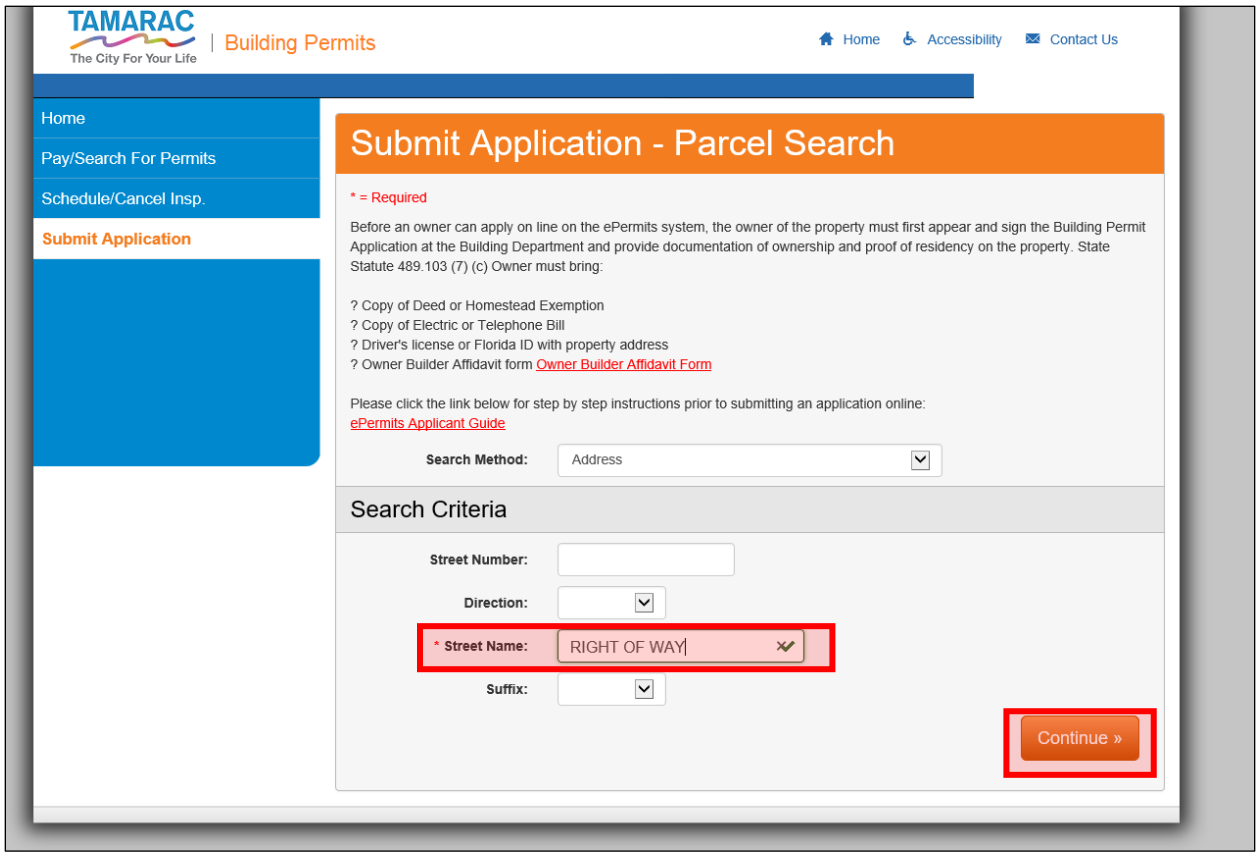
STEP 4: Click on “Proceed to Site”



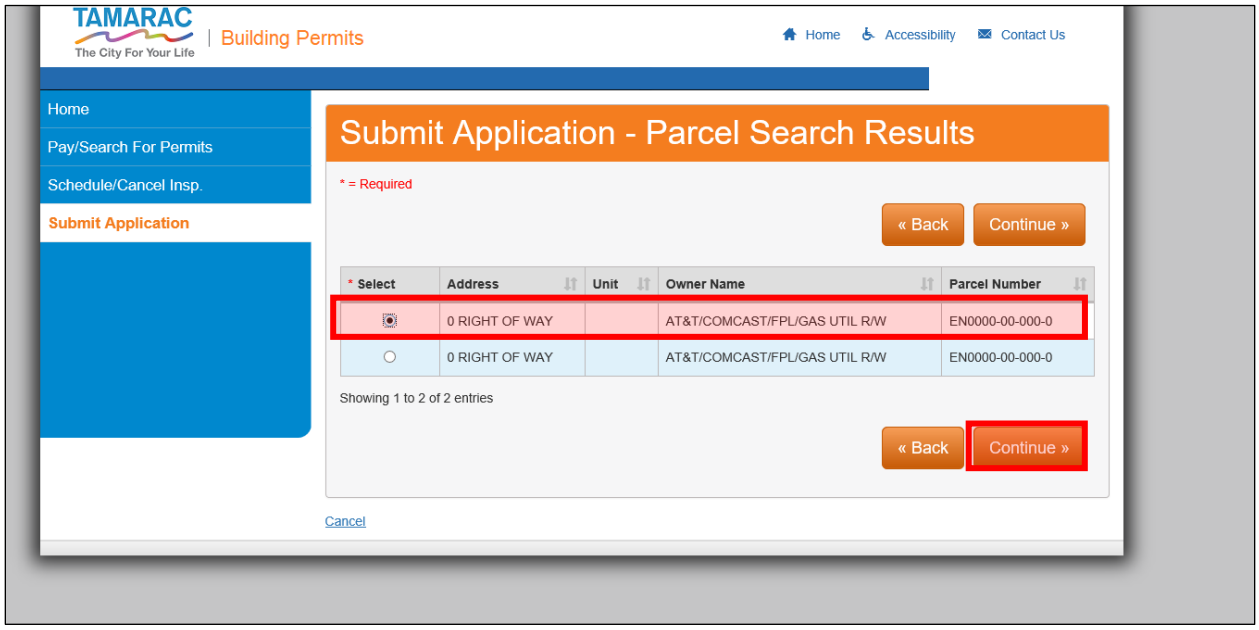
STEP 5: Click on “Submit Application”



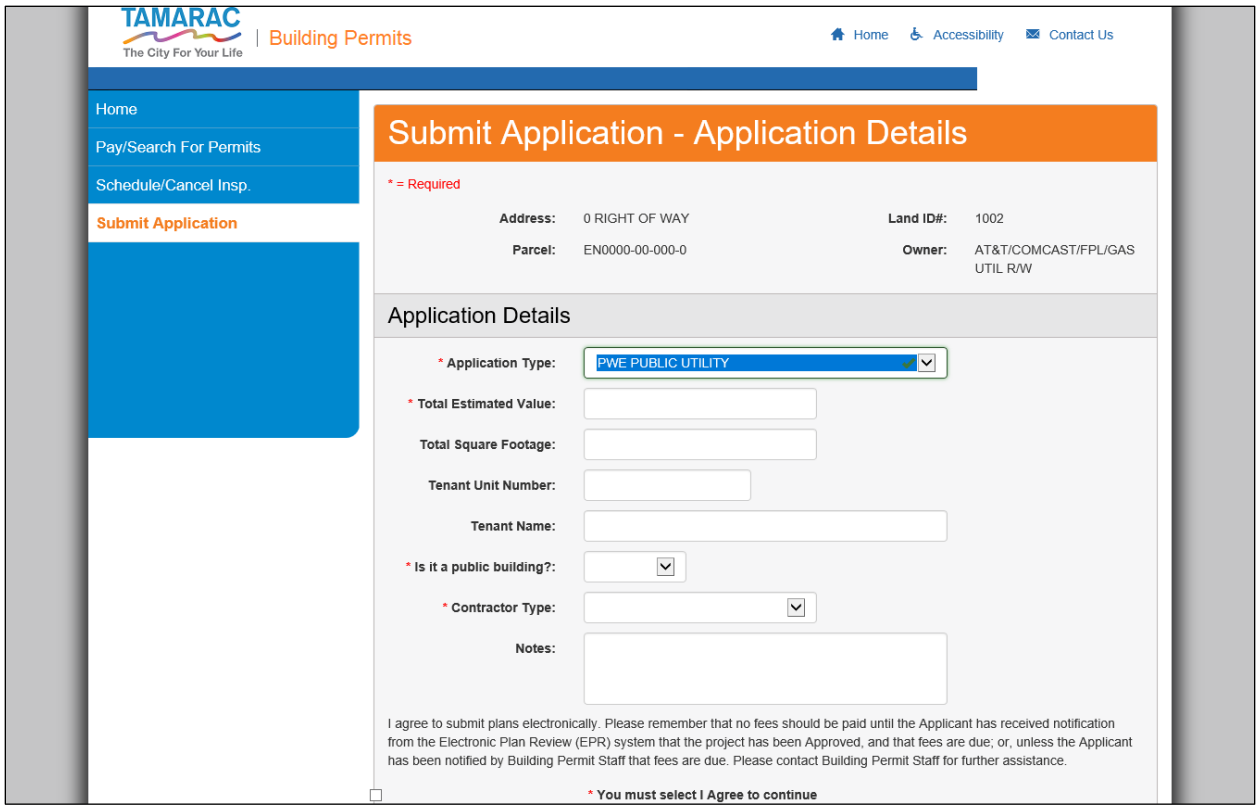
STEP 6: Select “Address” under the Search Method click and type “RIGHT OF WAY” into Street Name field. Then, click “Continue”



STEP 7: Select either option and click continue when complete



STEP 8: Select “PWE PUBLIC UTILITY” under Application Type click and complete applications details



- The next step will require you to fill out the contractor’s information.
- Once all the information has been completed, the permit can be submitted for review.
- Then, the applicant will receive an email to upload all the required documents and plans (engineering permit application, signed and sealed plans and MOT plans). ***Please follow the steps on Sheet 11 (Engineering Permit Submittal).***

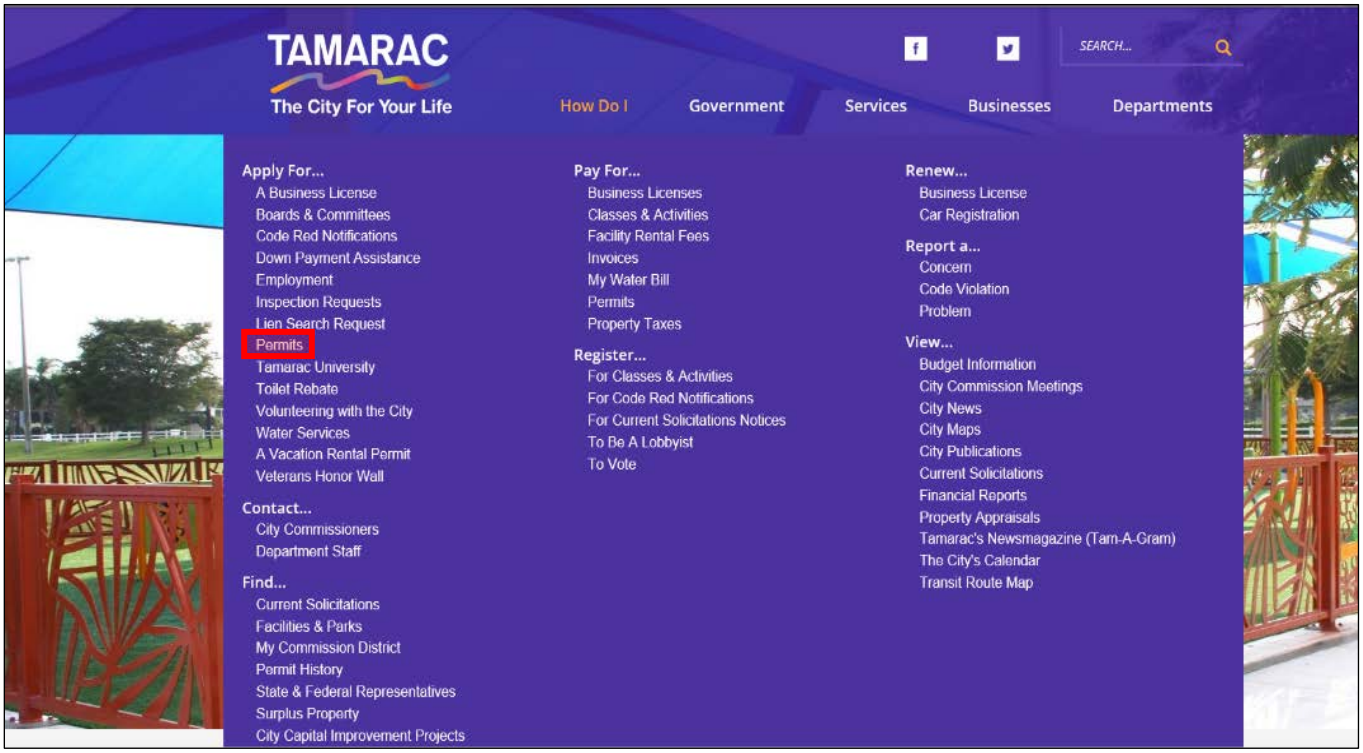
HOW TO APPLY FOR ENGINEERING PERMIT

This type of permit is for new construction projects within private properties. There are six types of permits to be selected.

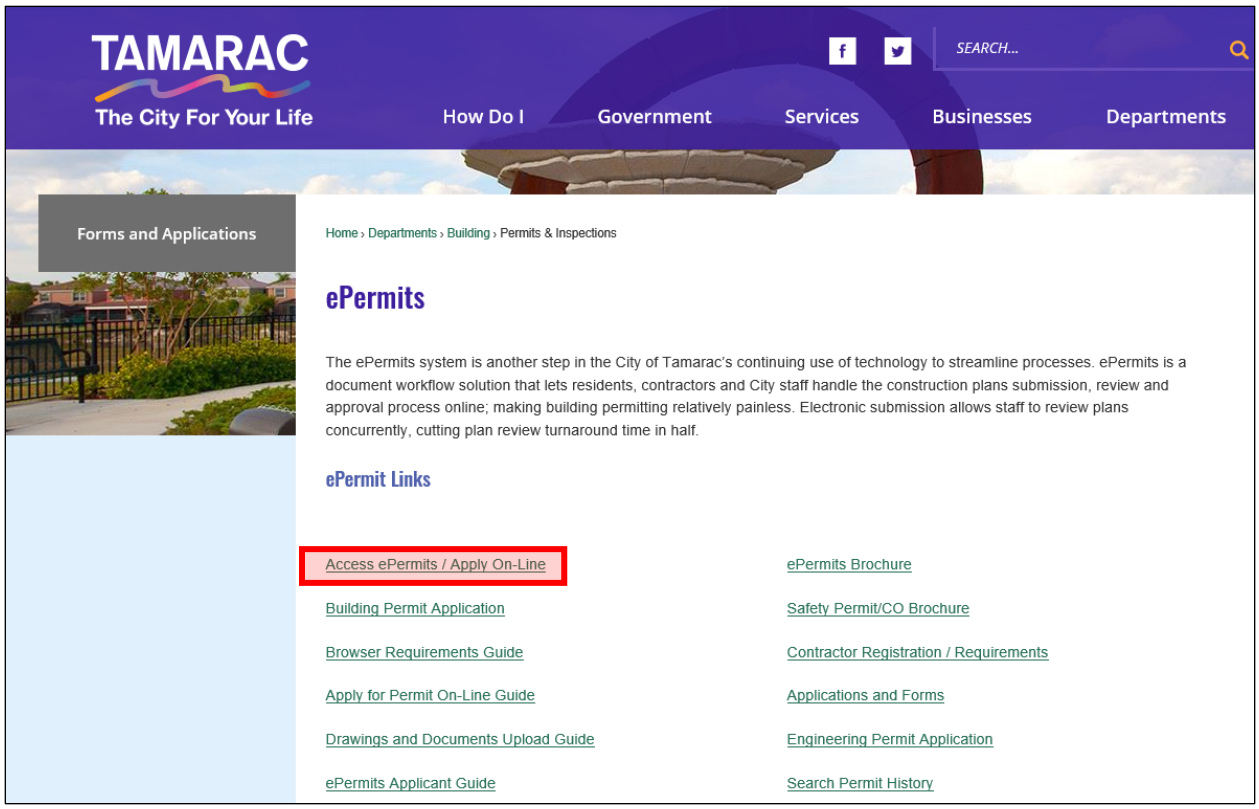
1. Clearing Grubbing or Site Development
2. Clearing or Grubbing
3. Curbing Only
4. Paving Drainage or Water Sewer
5. Paving Resurfacing, Restore Repair Only
6. Sidewalk Only

STEP 1: Log on to the City of Tamarac website at www.tamarac.org

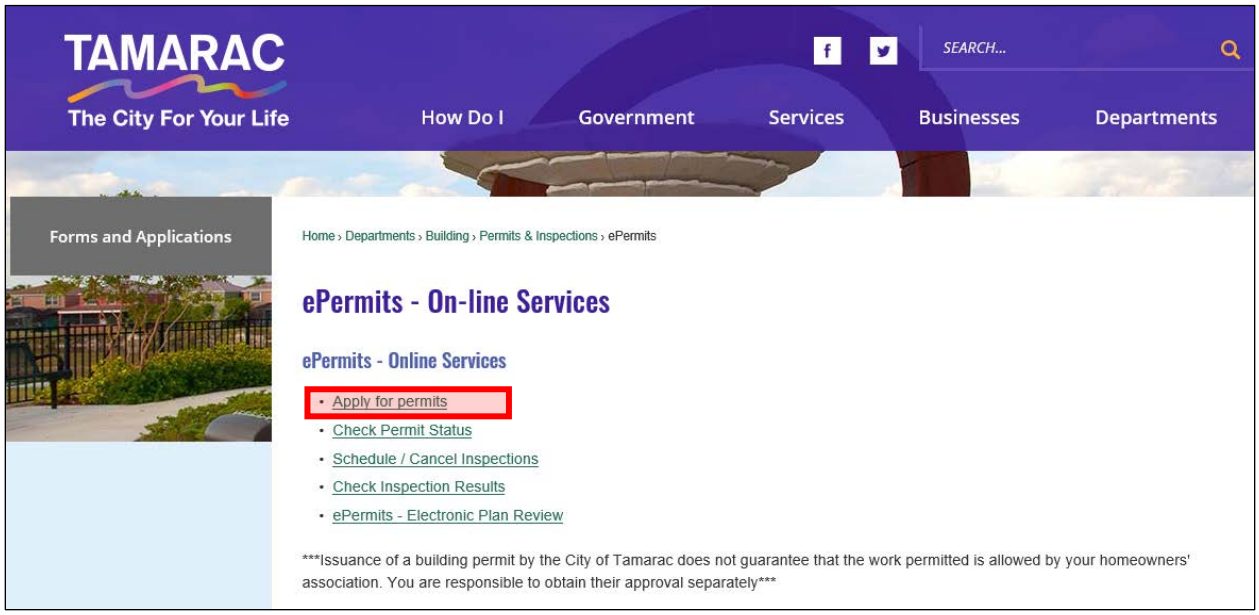
- How Do I
- Apply For…
- Click on Permits



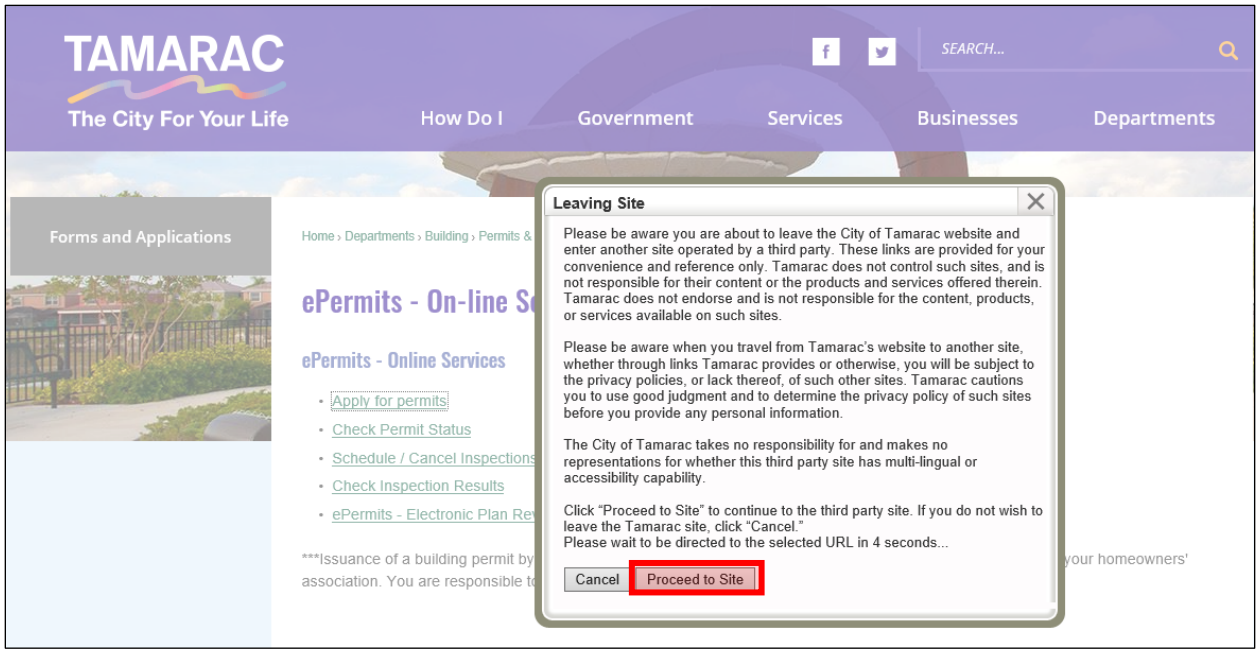
STEP 2: Click on “Access ePermits/Apply On-Line"



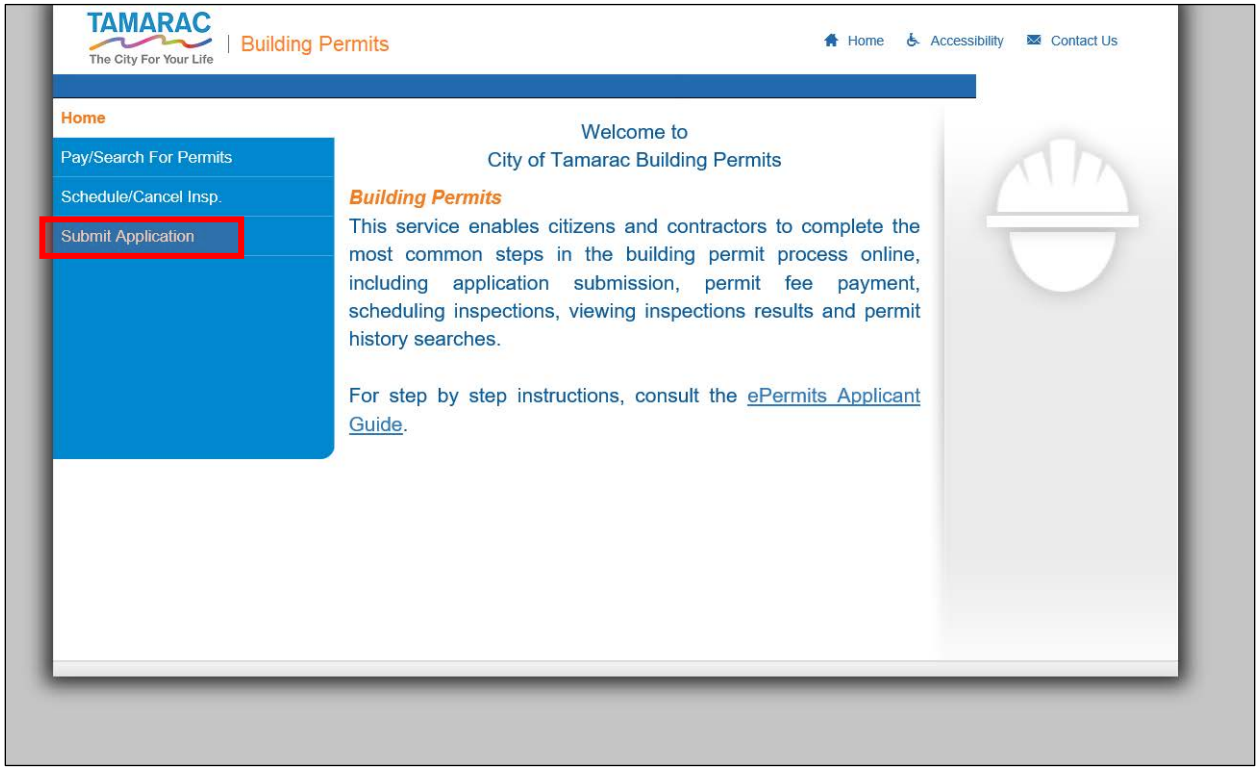
STEP 3: Click on “Apply for Permits” to begin your application online



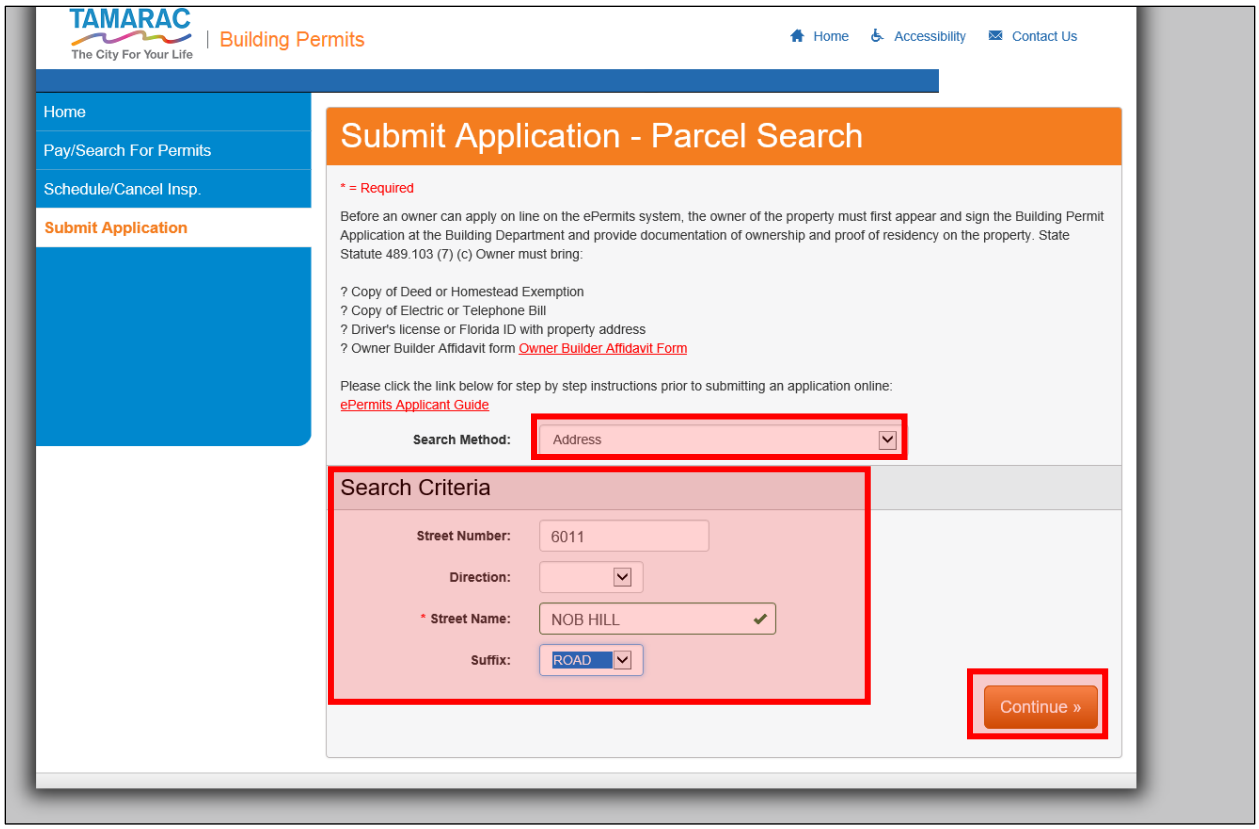
STEP 4: Click on “Proceed to Site”



STEP 5: Click on “Submit Application”



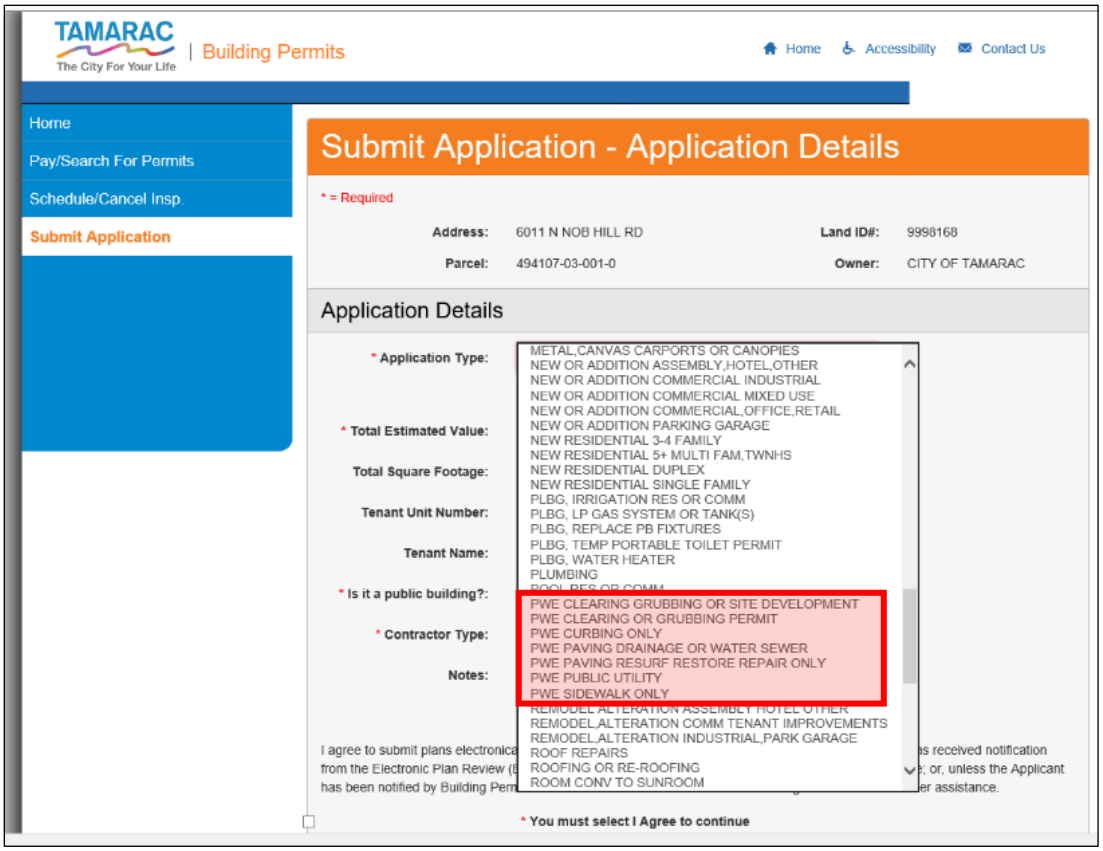
STEP 6: Under Search Criteria type the address where the construction will take place. Then, click “Continue”



To enter a street address above…

- Type the building or house number into the street number field.
- Click the “Direction” arrow for all directions.
- Enter the entire street name for into the name field, Example 88 for 88th. For all number streets use the number only. The Suffix would be the type of street, click the suffix arrow for all streets.
- Click on correct address if more than one is listed and click continue.
- Click continue when complete.

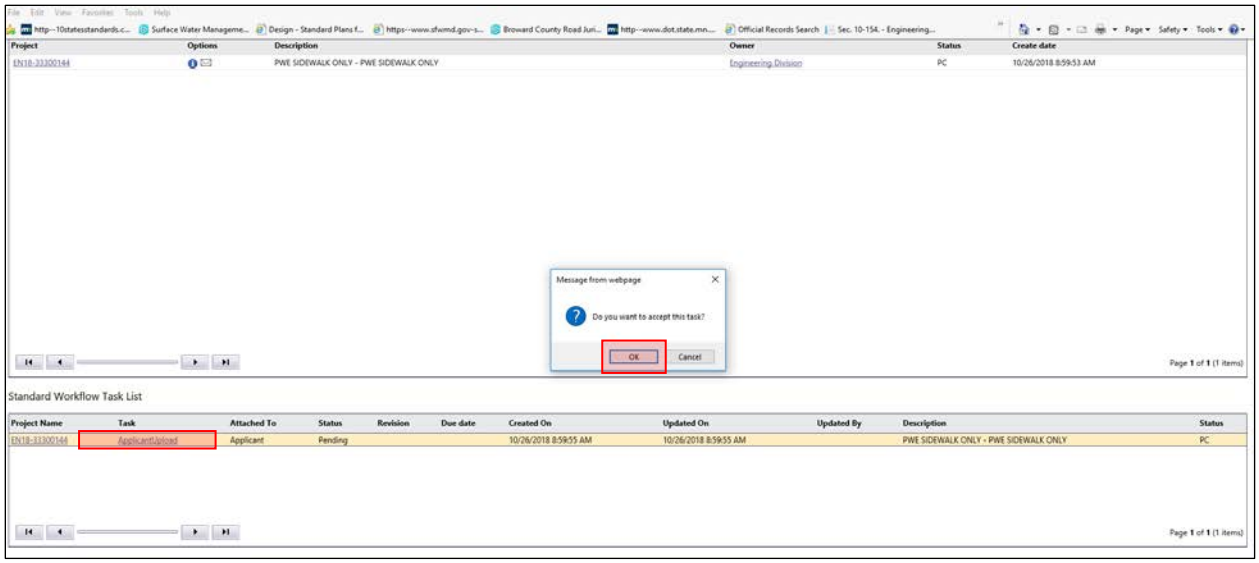
STEP 7: Under Application Type select permit type, filled out all required information, check the agree box and then click continue



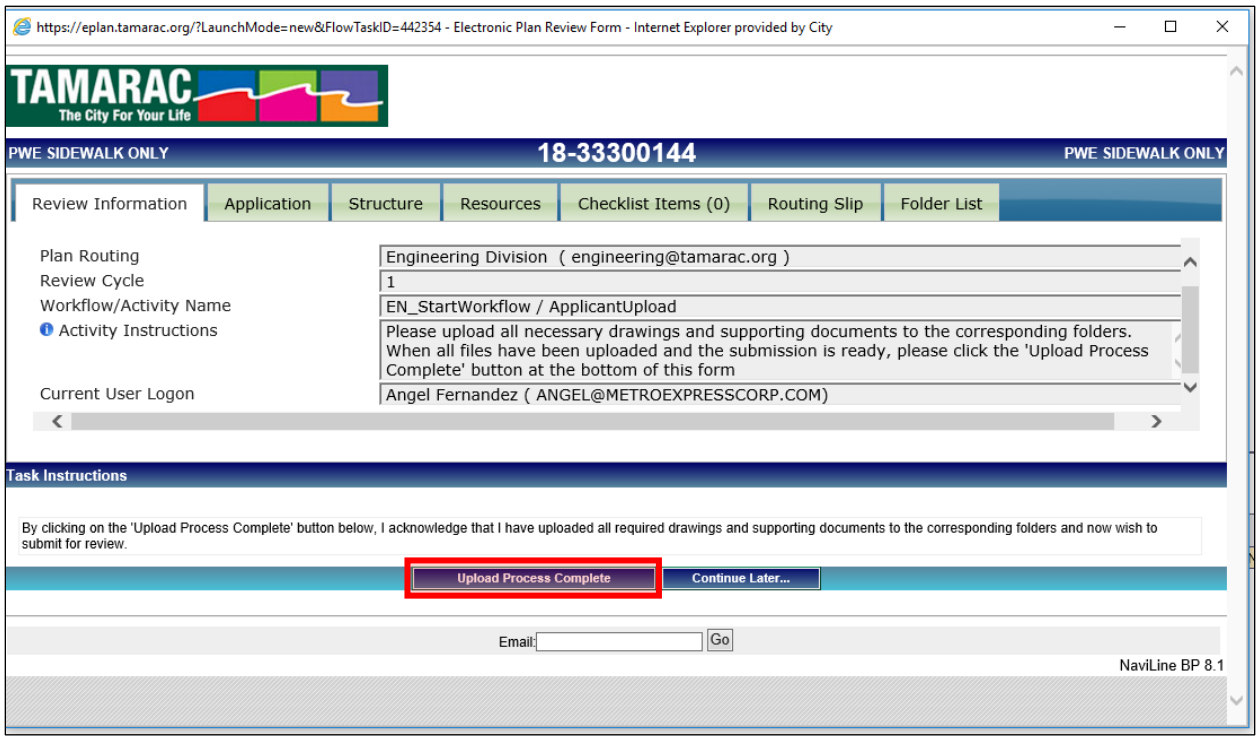
ENGINEERING PERMIT SUBMITTAL

Once the permit has been created, the applicant will receive an email to upload the plans and required documents. After all the plans/documents have been uploaded the following steps need to be followed to submit the permit for review.

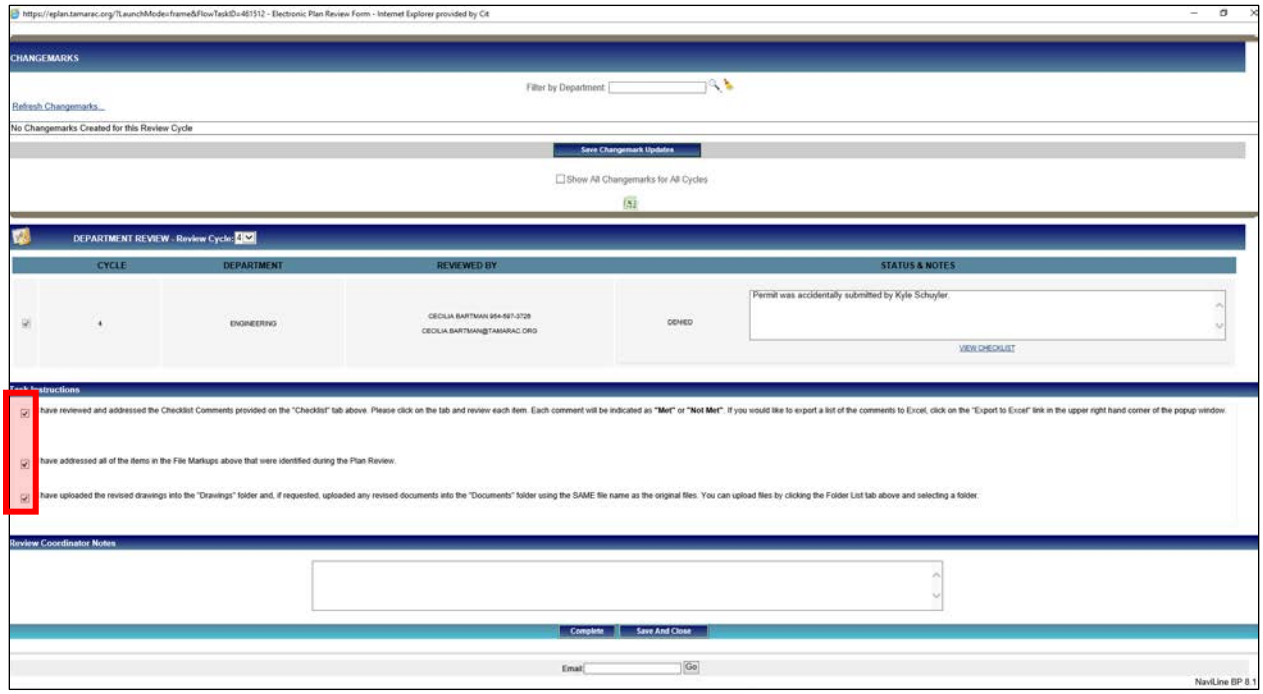
STEP 1: Click on “ApplicantUpload”. Then, click “OK” to accept the Task



STEP 2: Click on “Upload Process Complete” for first submittal (follow STEP 3 if the permit has been rejected and comments need to get addressed)



STEP 3: Check all the boxes and click “COMPLETE”



STEP 4: Now your permit has been submitted for review