



Permit Type: Water Service or Meter

COMPLETE THE FOLLOWING STEPS TO OBTAIN AN ePERMIT

1 GATHER DOCUMENTS

Required Documents for Permit Application

- [Uniform Building Permit Application](#) completely filled out and notarized
- Plans with locations and specifications (sizes, types of material) of items worked on

*Please note: This checklist is not intended to be *all-inclusive*. Due to changes in codes, regulations, and ordinances, other requirements may apply.

2

APPLY FOR PERMIT

Apply for ePermit

Work that does *NOT* require a design professional's seal, should be applied for via [email](#). The Required Documents *must* be:

- PDF form at a resolution of 300 DPI or better
- *Clearly* named
- *Separately attached* to email
- Total megabytes per email shall not exceed 20 megabytes

Keep in mind, when applying via email, each Required Document, product approval, etc., *MUST* each be submitted as a clearly named separate attachment to email. Include permit type from the checklist and job address in subject line of email.

Email ePermits@hollywoodfl.org

3

MONITOR PROGRESS

Monitor Permit Application

Once the Permit Application is accepted for review, it will be automatically routed to the required disciplines. You are responsible to go online and monitor your Permit Application. This can be done by signing up for [automatic notifications or logging in regularly](#).

Each plan reviewer (for the required disciplines) will either approve, conditional approve (CA) or deny the Permit Application. Should it be denied by a discipline, comments will be provided. It is your responsibility to address each comment by submitting corrections to the Permit Application along with a response sheet to each comment via email.

Corrections may include, but are not limited to, revised plans, correction to required documents, photographs, etc.

4

FEES AND PERMIT ISSUANCE

Pay for and Issuance of an ePermit

If needed, you can obtain a free estimate of the [Permit Cost](#). When the Permit Application is approved and ready for issuance, fees should be [paid online](#). When paying online, please allow 24 hours to process the payment prior to receiving the completed permit package along with the Inspection Reference Log and Building Permit Card.

5 INSPECTIONS

Call for Inspections

Now that you have received your official Building Permit, work on the job site can begin. It is your responsibility to schedule the necessary Inspection(s). This can be done [online](#) or by calling the automated inspection scheduling line 954.921.3646.

After 9:00 a.m. on the morning of your scheduled inspection find out who the inspector is [online](#); inspection results can be viewed in the late afternoon, as well.

6 CLOSE PERMIT

Closing Your Permit

The approved final inspection will automatically close your permit. In addition, a Certificate of Completion (C/C) may be obtained by completing this [Request form](#) and emailing it to ePermits@hollywoodfl.org. Include permit type, (the words) close permit and job address in the subject line of the email.

Have Questions?

1. **Email** bldgpermit@hollywoodfl.org
2. **Phone** 954.921.3335
3. **In Person** Ask questions directly to Plan Reviewers during Informational Courtesy Hours
Tuesday and Thursday, 7:30 a.m. - 10:30 a.m.
All other inquires, 7:00 a.m. - 6:00 p.m.

When visiting us in person you may get in our virtual line prior to arriving either [online](#), downloading the app or by texting "Hollywoodservice" to 954.241.1105 to reserve your spot in line.

All other inquires, 7:00 a.m. - 6:00 p.m.
2600 Hollywood Blvd.
Hollywood, FL 33022
Second Floor





Procedure for Installation of a New Water Meter

Step No.1:

- The contractor (or property owner, when allowed by the Florida Building Code) applies for a plumbing permit along with corresponding sketch indicating location and size of backflow preventer, water meter, and water service line.
- Submit permit application, letter of transmittal and sketch to the Building Department via email at bidgpermit@hollywoodfl.org. The application is available on-line at <http://www.hollywoodfl.org/DocumentCenter/View/4764/Hollywood-Permit-Application?bidld=>
- The fee can be estimated using the Permit Cost Estimator online at <http://www.hollywoodfl.org/913/Permit-Cost-Estimator>.
- The Reserve Capacity Charge (RCC) is collected when the permit is pulled and an itemized receipt is issued. This can be paid online through the Building Permit Self-service webpage at <http://apps.hollywoodfl.org/building/PermitStatus.aspx> upon entering the property address or permit number search.

Step No.2:

- Upon issuance of permit, transmitted from the Building Department via email, the contractor will perform the work to include installation of a backflow preventer and other plumbing improvements downstream from the meter as required by the Plumbing Code.
- The permittee will coordinate with the City's Plumbing Inspector. The inspection will obtain a PP (Pass Partial) result since the backflow preventer is not connected to the City's water source at that point.
- The inspections can be requested by calling the automated inspection scheduling line at 954-921-3646 or online at <http://apps.hollywoodfl.org/building/PermitStatus.aspx>.

Step No.3:

- The permittee will request a "Request for New Meter" application from Alicia Vereia-Feria in the Public Utilities Department at City Hall Room 308 via email at averea-feria@hollywoodfl.org. Complete the contact information, sign and return via email to same.
- To initiate the new account, the customer will submit the Utility Service Application Form, available online at <http://www.hollywoodfl.org/DocumentCenter/View/59/utilityserviceapplication?bidld=>, notarized accordingly, with personal identification, warranty deed or lease, to Alicia Vereia-Feria via email.
- Ms. Vereia-Feria will transmit to the Utilities Billing Division via email to PayUtility@hollywoodfl.org.
- The Utilities Billing Division will email the customer the amount due for tapping and installation fee plus deposits, as applicable.
- Payments are currently being accepted via Drive Thru window at City Hall.
- Upon receipt of payment, the Utility Billing Division submits the Service Order to Underground Utilities for installation of the meter within 14 to 30 days.

Step No.4:

- After the water meter is installed, the final inspection can be scheduled through the automated inspection scheduling line at 954-921-3646 or online.
- Once the final inspection is approved, the permit will automatically close within 24 hours.

RCC and tap and service fees for new water meters are as follows:

	Approx. Tapping & Installation Fee	Water RCC	Sewer RCC*
RESIDENTIAL			
Single Family, 5/8" meter	\$1,130	\$1,130.00	\$2,130.00
Single Family, 1" meter	\$1,305	\$1,130.00	\$2,130.00
Duplex/Triplex (per unit), 5/8" meter	\$1,130	\$1,130.00	\$2,130.00
Mobile home (per unit), 5/8" meter	\$1,130	\$322.52	\$608.34
Multi-family (3 or more units)	See meter sizes below	\$807.48/unit	\$1,521.66/unit
NON-RESIDENTIAL (AND IRRIGATION)			
5/8" meter	\$1,130	\$1,130.00	\$2,130.00
1" meter	\$1,305	\$2,825.00	\$5,325.00
1-1/2" meter	\$2,150	\$5,650.00	\$10,650.00
2" meter	\$2,415	\$9,040.00	\$17,040.00
3" meter	\$4,665	\$18,080.00	\$34,080.00
4" meter	\$9,470	\$28,250.00	\$53,250.00
6" meter	\$12,885	\$56,500.00	\$106,500.00
8" meter	\$16,825	\$90,400.00	\$170,400.00

* Sewer RCC is not applicable for irrigation meters or the properties that are on the individual (septic tank) sanitary sewer system.