



# DEVELOPMENT SERVICES DEPARTMENT – ENGINEERING

## UTILITY / AGENCY OWNER (UAO) REGISTRATION GUIDE

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**PURPOSE:** City providing for registration of communications facility and services providers as well as pass through providers for the City of Fort Lauderdale communications facilities in the public rights-of-way per [City Ordinance C-17-03](#) and <https://laws.flrules.org/2019/131>

### REGISTRATION PROCESS:

1. Utility Agency Owner (UAO) Registrants shall combine all required information into one (1) Adobe PDF file.
2. Registrants shall email the PDF file. To Email click the following email link:  
[DSDEngineeringAdmin@fortlauderdale.gov](mailto:DSDEngineeringAdmin@fortlauderdale.gov)
  - a. Email subject line shall include (one choice below):
    - i. "UAO New Registration" – first time registrant
    - ii. **or** "UAO Renewal Registration" – renew a minimum of 10 days prior to expiration date.

### 3. REGISTRATION FORMS:

- a. (Gas, Electric, Fiber/Telecommunications user)
  - i. Click → [Franchise Utility ROW User Registration Form](#)
- b. (Small Cell/5G Technology user)
  - i. Click → [Communications Facility ROW User Registration Form](#)

### 4. NOTES:

- a. Certificate of Insurance (COI) shall meet all requirements of [City Ordinance 25-113](#) . **Certificate Holder and Additional Insured:** City of Fort Lauderdale - 101 NE 3rd Avenue, Suite 2100, Fort Lauderdale, Florida 33301 . **Provide updated COI annually, prior to expiration.**
- b. If any Registration information changes during the 5 year registration period, it is the responsibility of Registrant to provide this information to DSD Engineering staff.
- c. If UAO utilizes any contractors, their **Contractors (EC/GC)\*** shall be registered with the City and shall be up to date. GC/EC Registration Found online here> [LauderBuild FAQ | City of Fort Lauderdale, FL](#)
  - i. **How do I register as a new Licensed Professional (Contractor) with the City?**
  - ii. **How do I update my Licensed Professional (Contractor) documents?**

\*GC-General Contractor; EC-Electrical Contractor