

Communications Services Facility Provider Application Checklist

Registrant Name: _____ Registrant ID #: FL _____
(Name and Number under which the company registered with the City of West Palm Beach)

- Communications Facilities Placement Permit Application City Rights-of-Way
- Engineering Plans, signed and sealed by Florida Registered Professional Engineer or exempt, 10ft, 20ft, or 40ft scale (not architectural scale) (2 sets)
- Equipment Information, use Equipment Information form provided (2 sets)
- Installation Methods (2 sets)
- Survey of underground facilities, if applicable (2 sets)
- Survey of above ground facilities, if applicable (2 sets)
- Inventory of registrant's existing facilities (2 sets)
- Concealment methods descriptions (2 sets)
- Estimated schedule (2 sets)
- Pole placement info and make-ready estimate, if applicable (2 sets)
- Restoration cost estimate, if applicable (2 sets)
- Evidence of insurance coverage, Worker's Compensation, Employer Liability, Comprehensive General Liability (not less than one million dollars combined single limit per occurrence and two million dollars in aggregate), The City of West Palm Beach, its commissioners, officers, employees and agents shall be named as additional insureds (2 sets)
- Proof of mailing notice to owners, one copy of address list of property owner's addresses within 250 feet and one copy of radius map provided by the PAPA showing those properties within 250 feet of affected rights-of-way
- Public utility letters, telephone, natural gas, electric service, and television cable (2 sets)
- Electronic format of submittal (one CD or flash drive)
- Fees paid
- Affidavit Re Application Submittal
- Affidavit of Property Owner's List
- Public Notice Mailer Affidavit, to be provided after the mailing along with a copy of the notice (customer is required to submit prior to first inspection)

For Office Use Only

Received by: _____

Date Stamp: _____

Permit #: _____ Fees: _____