



# City of Port St Lucie

## Utility Systems Department

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### **Engineer of Record's Responsibilities for Utility Connection**

Provided below are clear directions for connecting a project to the City of Port St. Lucie Utility Systems Department (PSLUSD) water and wastewater system and the responsibilities of the Engineer of Record (EOR).

Note that approval through the City of Port St. Lucie Planning and Zoning, Engineering or Building Departments, and/or Saint Lucie County site or construction plan approval process, does not constitute approval of your detailed utility plans through the PSLUSD. All forms, utility standards and standard details, etc. can be downloaded from our Web site.

The steps required for Utility Systems approval are:

1. Become familiar with our Standards and Specifications. Standard details in DWG format are available for purchase for easy transfer onto your construction plans. These details are updated from time to time and you are responsible for obtaining the most current specifications. The EOR is the point of contact for the PSLUSD and the contractor. The Utility Systems Department will communicate with the EOR, not the owner typically.
2. It is recommended as early as possible to contact our Department at (772) 873-6400 and schedule a pre-design conference with a Utility Systems project manager.
3. Submit the following items:
  - Completed application for service
  - Qualified product list and shop drawings
  - One set of construction plans
  - Pump station calculations (if applicable)
  - Pump station data sheet (if applicable)
  - Easements and/or plat
  - Pay all fees associated with the submittal package
  - Construction plan review and inspection fees
4. Execute and submit a Utility Service Agreement, all fees associated with the agreement, and the PSLUSD Construction Permit Application(s) and/or FDEP Construction Permit Application for Water and FDEP Construction Permit Application for Wastewater, and one set of plans.

5. Upon plan approval, EOR will receive one set of the submitted plans stamped by the PSLUSD to be signed and sealed. Upon receipt, any permits will be issued.

**Note that until the approval and acceptance of the plans and permits, the execution of the utility service agreement, and payment of other associated fees, the project cannot move forward to the construction phase.**

6. Contact your Utility Systems project manager to schedule a pre-construction meeting.

7. During construction the EOR is responsible for scheduling and carrying out all inspections, as well as running the project.

8. The EOR is responsible for the submittal of the following:

All test reports as construction progresses

The Utility Testing Package

The Final Inspection Package

The Acceptance Turnover Package.

9. When the PSLUSD receives the appropriate clearance and all outstanding items have been addressed, the meters will be set and utilities will be turned on.