

Please read these helpful instructions before working on the Utility Permit Form

### **Florida Turnpike FDOT Utility Permit Application Instructions:**

Please fill in the form information beginning at line three “Applicant”. **Make sure the UTILITY OWNER is SHOWN AS THE APPLICANT when filling out the permit form.** Print three (3) copies, sign all with original signatures and **ATTACH** a set of drawings, sketches, maps, etc to each permit application, showing the work to be done and the location, including GPS location if possible. Indicate when you will start and when the work will be completed. If normal traffic flow will be impacted by the permitted work, please make sure you **include a Traffic Control Plan (TCP) along with the permit application.** Please also include a set of plans signed and sealed by engineer when appropriate.

Place **one cover letter** (paperclip) on the top of the packet explaining the work to be done, including county, mile marker, state road, if known, and when you would like to start the work. It is recommended that you submit at least 30 days before you want to begin work, but not more than 90 days. Please make sure you **include a valid email address and phone number** on the cover letter and the front page of your permit application form; this is how we will correspond with you about your permit status during and after your permit has been processed.

We need a completed permit application package for each county where work is to be done. If you are completing work in two or more different counties, please submit a permit package for each one, as explained above.

The Utility Owner or public utility department will be placed as the Permittee (applicant) as they will own the utility and be responsible for its continuous maintenance.

- Documentation as listed in Chapter 3.4 and 4.8 of the [UAM](#)

The Contractor that is awarded the Project will obtain a letter from the Utility Owner giving permission for the contractor to do the work. Please include the letter with the permit application package.

FedEx and UPS will deliver your permit application package directly to our Physical Address below. However, if you choose to send the package by the USPS, please address it to the P.O. Box address below. It normally takes up to a week longer for us to receive a package by this method.

**All permit applications must be sent to the Pompano Office so that they may be entered into the system. The Turnpike Permits Engineer is Dan Ekback, P.E.**

#### **Overnight FedEx or UPS Mailing**

**Stephanie Shinabery, Permits Assistant  
Florida’s Turnpike Enterprise  
Turnpike Operations Center  
Turnpike Mile Post 65  
Pompano Beach, FL 33069  
(954) 934-1219**

#### **USPS Mailing Address:**

**Stephanie Shinabery, Permits Assistant  
Pompano Turnpike Operations Center  
PO Box 9828  
Ft. Lauderdale, FL 33310**



[Click  
Here for  
the Form](#)

**[If you have questions you may email to: Stephanie.shinabery@dot.state.fl.us](mailto:Stephanie.shinabery@dot.state.fl.us)**