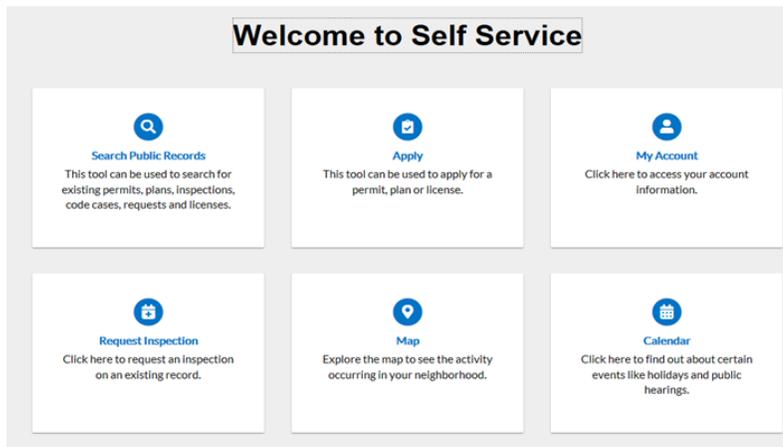# ENGINEERING – FRANCHISE UTILITIES
Telecommunications, electric power, and utility work (FPL, Comcast, AT&T, etc.)
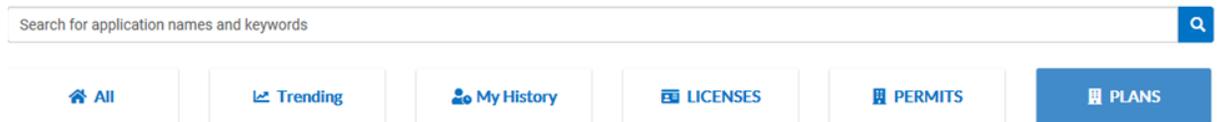
1. Once registered on the [Town of Jupiter Community Development System](#), log into your account and click on **'Apply'** as shown below.
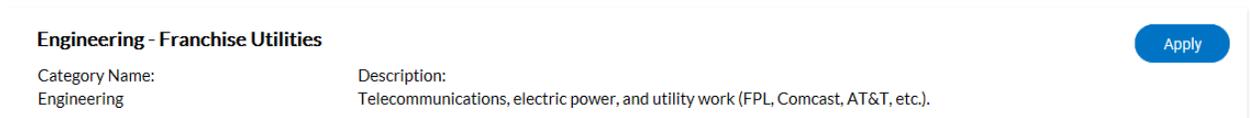

2. Click box labeled 'Plans' and scroll down to 'Franchise Utilities ' and click Apply; see captures below.

A.

B.

3. **LOCATION**- Click plus(+) sign to add location/address.

A.

LOCATIONS

The location must be within the Town of Jupiter, the parcel/PCN must begin with the City Code 30. If entering an address manually and the project does not have a street number, please enter a '1' for the street number.

Location ⌄
Add Location
+
REQUIRED

B. Search address and select desired location by clicking Add or enter the address manually by clicking on "Enter Manually"

Search | Enter Manually

Address Information

Search [210 Military] 🔍

Address	Action
1025 MILITARY TRL 210 Jupiter FL 33458	Add
2055 MILITARY TRL 210 Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add

**C.** If an additional address is needed you may do so at this time. Choose the address type from the dropdown box and repeat directions in step 3A. Click Next to proceed to Plan Details.

LOCATIONS

The location must be within the Town of Jupiter, the parcel/PCN must begin with the City Code 30. If entering an address manually and the project does not have a street number, please enter a '1' for the street number.
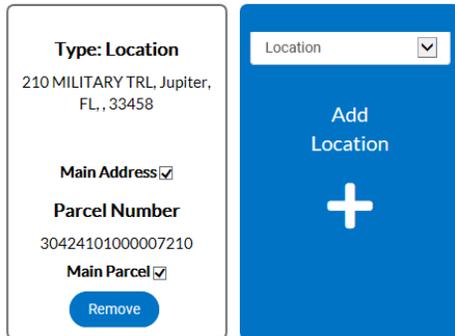
Type: Location

210 MILITARY TRL, Jupiter, FL, , 33458

Main Address ☑

Parcel Number

30424101000007210

Main Parcel ☑

Remove

Location ▼

Add Location

+

4. **PLAN DETAILS -** Make sure the plan type has the correct plan type selected (plan type should automatically populate). Please provide a detailed description of the proposed work in the Description box. If Valuation is not applicable, leave it blank. Click Next to proceed to Contacts.

PLAN DETAILS

* **Plan Type**   Engineering - Franchise Utilities ▼

* **Description**

Valuation

5. **CONTACTS -** Please provide all contact types for your application. The Owner is required and you may add any additional contacts if needed. Click the plus(+) sign to add contacts; for adding additional contacts choose contact type from the dropdown box and then click the plus(+) sign. Search contact; if the contact is not shown, click Enter Manually. Click Next to proceed to More Info.

CONTACTS

Please provide all contact information.

Applicant	Owner	Owner ▾
👤	Add Contact	Add Contact
ENG Department (You)	**+**	**+**
Town of Jupiter		
210 Military Trail, Jupiter, FL, ,		
	REQUIRED	

If searching for an existing contact:

Add Contact As : Owner

[Search] [Enter Manually] [My Favorites]

Search [Chrystal] 🔍

Sort [Relevance ▾]

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	Chrystal	Atwell		Town of Jupiter - Engineering	EE31D739-E829-490F-86FD-13907AE5539D	[Add]

If entering contact manually:

Search | Enter Manually | My Favorites

Enter Manually

* First Name	
* Last Name	
Company Name	
Email	
* Home Phone	
* Mobile Phone	
* Business Phone	

Submit

6. **MORE INFO -** Helpful links are available as shown below. Select the Construction Type by clicking on the dropdown box. Choose either Commercial, Residential or Mixed Use (both commercial & residential). Type your Electronic Signature and click Next to proceed to uploading all applicable documents.

MORE INFO

Maintenance of Traffic Plan (MOT), if any, must be provided

General   Top | Main Menu

|	
TOJ Standard Details	TOJ Standard Details
TOJ Engineering/Utilities Permit Checklist	TOJ Engineering/Utilities Permit Checklist
Construction Type:	[dropdown]
*Electronic Signature Per 668.50(2)(h),F.S.:	

Electronic Signature Per 668.50(2)(h),F.S.: is required.

7. **ATTACHMENTS**- Please upload all Franchise Utility documents needing to be reviewed. Click the plus(+) sign and attach your documents. You may also provide additional Supporting Documents if needed. Click on the dropdown box and choose any additional documents you would like to add and then click the plus(+) sign to add that document. Click Next to proceed to Review and Submit.

Attachments

Please upload all required documents.
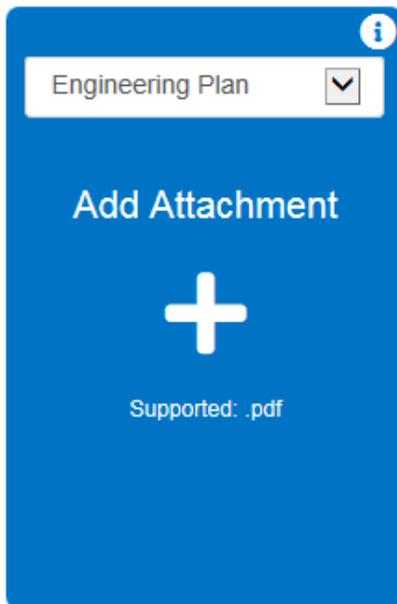
8. **REVIEW AND SUBMIT**- Please ensure that all information was entered in correctly and then click Submit. If additional information needs to added, click either the Back button or Save Draft. Save Draft will save the application to your Dashboard/Account.

Back   Save Draft   Submit

9. **SUCCESSFUL SUBMITTAL**- Once application is submitted successfully you will see the screen shown below. Any applicable fees will added by Town Staff. Once staff adds the fees the invoice will show up in your Dashboard/Account. Click Continue to Plan.

✅ Your plan was successfully created!

Continue to plan

Fees

$0.00

View Details   Add to Cart

10. **CONTINUE TO PLAN**- You may click 'Continue to Plan' to view everything shown below. Throughout the life of the application and once permit is issued you may navigate to this screen thru your Dashboard to view the status of application submittal, Review Process, Fees Due, Inspections, Reviewer Comments and more.

Plan Number: 19-001497-EU

Plan Details | Tab Elements | Main Menu

Type:	Engineering - Franchise Utilities	**Status:**	Received - JCDS	**Project Name:**

Summary Locations Fees Reviews Inspections Attachments Contacts Sub-Records Holds Meetings More Info

Progress

0%
Completed

• Completed
• In Progress
• Not Started

Workflow

○ RS-Engineering / Stormwater / Water Review

○ Engineering Final

Available Actions

📅 Request Inspection
Engineering Final   Request

Fees

$0.00

View Details   Add to Cart