



CITY OF ORLANDO

Communications Services Provider Registration Form

Pursuant to Section 23.04 of the City Code, every Communications Services Provider must register with the Office of Permitting Services as follows:

Company Name: _____
(Name under which company will transact business in the City and the State of Florida)

Business Address¹: _____
City: _____ **State:** _____ **Zip:** _____ **Phone #¹:** _____

¹Street address for principal place of business in Florida. If not in Florida, use address and phone # for the Company's National Headquarters and indicate the Company's Registered Agent in Florida:

Registered Agent Name, Address: _____
Phone #: _____ **Fax #:** _____ **email Address:** _____

Branch Office Address: _____ **Zip:** _____
(Street address for office located in the City of Orlando, if any)

Primary Contact Name, Address: _____
Phone #: _____ **Fax #:** _____ **email Address:** _____

Emergency Contact Name, Address: _____
Phone #: _____ **Fax #:** _____ **email Address:** _____
(If other than primary contact)

Type of Communications Services that the Company intends to provide in Orlando (if more than one, state all that apply or, if none, state that the applicant is a Non-Dealer or is intending only to place and maintain Pass Through Facilities):

FCC Certificate of Authorization or License Number for provision of Communications Services #:

On behalf of the Company, the undersigned represents and acknowledges that (a) the information provided is true and correct, including all attachments, (b) he or she is authorized to apply for Registration on behalf of the Company and (c) the appropriate employee(s) for the Company has received and reviewed a copy of the Orlando Communications Right-of-Way Utilization Ordinance and the latest edition of the City's Engineering Standards Manual.

Signature _____ **Date** _____

Print Name _____

Print Title _____

Required Attachments:

- Resale certificate issued by Florida Department of Revenue (FDOR)
- State Certifications:
 - Certificate of registration issued by Florida Department of Revenue (FDOR); and Certificate of authorization, public convenience and necessity or similar certificate issued by Florida Public Service Commission;
 - Or, If not registered with the FDOR, a Certificate or license issued by Florida Department of State authorizing Company to do business in Florida
- Certificate of Insurance evidencing Company's insurance coverage and Security Fund as required under Chapter 23

For plan review status, inspection scheduling/results and other permitting information, please call "PROMPT", our Interactive Voice Response system at 407.246.4444.

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CITY OF ORLANDO

Communications Services Provider Registration Form—Page 2

Use this form to register as a Communications Services provider as defined in City Code Chapter 23, in order to have the privilege of applying or having a contractor doing work for a Communications Services provider applying for a Right-of-Way permit to place or maintain a communications system or facilities in the public rights-of-way.

The information submitted will be reviewed by the Permitting Services Division Manager or his or her designee. If it is found that the applicant complied with the requirements in subsection 23.04A, the Registration shall be effective and the City shall notify the applicant of the effectiveness of Registration in writing. If the City determines that the applicant is not in compliance, the City shall notify the applicant in writing of the non-effectiveness and denial of Registration and the reasons therefore within thirty (30) days after receipt of the Registration and required information from the applicant. Non-effectiveness and denial of Registration shall not preclude an applicant from reapplying or filing subsequent applications for Registration under the provisions of Chapter 23.

AN EFFECTIVE REGISTRATION DOES NOT, AND SHALL NOT BE CONSTRUED TO, CONVEY EQUITABLE OR LEGAL TITLE IN THE PUBLIC RIGHTS-OF-WAY TO ANY COMMUNICATIONS SERVICES PROVIDER. Registration under Chapter 23 governs only the placement or maintenance of a Communications System or Communications Facilities in the Public Rights-of-Way. Other ordinances, codes or regulations may apply to the placement or maintenance in the Public Rights-of-Way of facilities that are not part of a Communications System. Registration does not excuse a Communications Services Provider from obtaining appropriate access or pole attachment agreements before locating its Facilities on those facilities or property belonging to the City or another Person. Registration does not excuse a Communications Services Provider from complying with all other applicable City ordinances, codes or regulations, including the rules, regulations and general conditions set forth Chapter 23.

A Communications Services Provider may cancel a Registration upon written notice to the City stating that it will no longer place or maintain a Communications System or any Communications Facilities in the Public Rights-of-Way and will no longer have a need to apply for Right-of-Way Permits to perform construction or other work in the Public Rights-of-Way. A Communications Services Provider cannot cancel a Registration if it intends to continue placing or maintaining a Communications System or any Communications Facilities in the Public Rights-of-Way.

REGISTRATION, IN AND OF ITSELF, DOES NOT ESTABLISH A RIGHT TO PLACE OR MAINTAIN OR A PRIORITY FOR THE PLACEMENT OR MAINTENANCE OF A COMMUNICATIONS SYSTEM OR ANY FACILITY IN THE PUBLIC RIGHTS-OF-WAY, BUT SHALL ESTABLISH FOR THE COMMUNICATIONS SERVICES PROVIDER A RIGHT TO APPLY FOR A RIGHT-OF-WAY PERMIT FROM THE CITY. Registrations are expressly subject to any future amendment to or replacement of this Chapter and further subject to any additional City ordinances, as well as any State or Federal laws that may be enacted. Registration does not excuse or exempt a Communications Services Provider from having to obtain an Occupational License from the City in accordance with City Code Chapter 36.

A Communications Services Provider is required to renew its Registration with the City by April 1 of even numbered years in accordance with the Registration requirements in Chapter 23, except that any Communications Services Provider that initially Registers during the even numbered year when renewal would be due or the odd numbered year immediately preceding such even numbered year shall not be required to renew its Registration until the next even numbered year. Within thirty (30) days of any change in the information required to be submitted pursuant to subsection 23.04A, a Communications Services Provider shall provide updated information to the City. If no information in the then-existing Registration has changed, the renewal may state that no information has changed. Failure to renew a Registration may result in the City restricting the issuance of additional Right-of-Way Permits until the Communications Services Provider has complied with the Registration requirements under Chapter 23.

In accordance with applicable City ordinances, codes or regulations, a Right-of-Way Permit is required for a Communications Services Provider to place or maintain a Communications Facility in the Public Rights-of-Way. **An effective Registration shall be a condition of obtaining such a permit.** Notwithstanding an effective Registration, all permitting requirements shall apply, including the requirement to pay for any such permits unless otherwise provided by resolution or ordinance of the City. A permit may be obtained by or on behalf of the Communications Services Provider having an effective Registration if all permitting requirements of the City and other provisions of Chapter 23 have been met.