

DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION

PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

BALLOON/BANNER CHECKLIST

***We require 3 sets of plans/surveys Packaged and stapled together and 2 copies of applications and all other forms being submitted for this permit**

Required

- ___ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- ___ Copy of an approval letter from property owner
- ___ Copy of the business tax receipt (where the balloon/banner is going up at)
- ___ Building application filled out completely. The description must state if the permit is for a Balloon or Banner and the exact wording that will be going on it. Include banner square footage and storage lineal footage as applicable
- ___ Drawing of where the banner is to be located, including sign lettering, size and method of attachment
- ___ Acknowledgement form needs to be filled out.
- ___ Please make sure applicant reads above agreement forms before signing to ensure that they are aware of the Town of Davie policies and restrictions
- ___ Need notarized signature on applications.
- ___ Contractors- a copy of all applicable licenses (competency & occupational) and original Insurance certificates for worker's compensation and general liability.
- ___ Plan check fee in the amount of \$30.00 at time of submitting application
- ___ Only the Planning and Zoning division reviews and signs application (one trade)
- ___ Fees are as follows

Permit fee	\$75.00
County Escrow	\$0.35
Education Fee	\$0.20
Technology Fee	\$1.88

_____ Contractors signature

_____ Owners Signature if applying for an owner builder permit.