

**DEVELOPMENT SERVICES DEPARTMENT  
BUILDING DIVISION**

**6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
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**SINGLE FAMILY RESIDENCE 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**

**Note:**

Prior to performing work such as earth movement, fill work or excavation, a Site Development permit must be submitted and approved by the Engineering Department.

Prior to performing work such as clearing and grubbing of land, a Clearing and Grubbing permit must be submitted and approved by the Engineering Department.

**Required**

\_\_\_ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)

\_\_\_ Proof of ownership (deed or current tax bill)

\_\_\_ **Zoning** (3 vacant lot sealed surveys (original) Location of existing trees & species (**no older than 2 years**)  
(3 site plans showing all intended setbacks from property lines and other existing structures)  
Surveys must show all easements and encumbrances

\_\_\_ **Landscaping** (3 landscape plans can be incorporated on the plot plan)  
(Tree survey must be signed and sealed by landscape architect)  
(Tree Affidavit Stating that no trees have been removed. (Obtained from Landscape Dept)

\_\_\_ **Engineering** (Provide drainage plan and drainage calculations if applicable including swale cross sections to all property lines, elevations, slopes, and dimensions  
Provide cross sections from septic systems to property line include elevations, slopes and dimensions  
provide Engineering SWPPP to comply with FDED/NPDES requirements if land is > one acre  
Provide clear boundaries and bearing  
Provide topographic survey of property. Show existing ground elevation, pavement, structures, water courses, all easements, road right of way within and adjacent to property easements.  
Provide sidewalk adjacent to public right of way if applicable  
Show clear sight triangle at entrance per town code  
Show utility easements  
Provide F.F.E., B.F.E. & lowest equipment elevation

\_\_\_ **Mechanical** (3 sets energy calculations & energy guide form (signed and displayed the lot and address)

\_\_\_ **Plans** Electrical Plumbing Mechanical Roof specs Shutter details (3 complete sets of each)

\_\_\_ **Applications** **Building, Roofing, Shutters Electrical, Mechanical Plumbing**

\_\_\_ **Structural** (Truss plans\Shop Drawings (3 Complete sets, signed and sealed by eng., reviewed and signed by arch\Eng. of record) (Product Approvals 3 complete sets, reviewed and signed by Arch\eng of record.)  
(Complete HVHZ Roofing application with notarized signature of contractor.)  
(Letters of retention from insp. Firm that will be inspecting Eng. Unit Masonry and providing supervision of truss placement. )  
(Soil Compaction Letter) Including bearing capacity (3 complete sets, sealed by architect/ engineer)  
Product approval/truss/shop drawings/roofing applications maybe submitted at a later date, however this will result in an additional fee Structural calculations prepared by the designer of record

\_\_\_ Drainage district: (Stamped on surveys or plans)  
Central Broward Water Control District  
South Broward Drainage District  
Tindall Hammock

\_\_\_ Broward County Department of Natural Resource Protect Approval (stamped on each set of plans bring in all forms issued)

**SINGLE FAMILY RESIDENCE CHECKLIST Cont**

- \_\_\_ Broward county fee impact statement
- \_\_\_ Broward County health department approval - if sewage and water usage is with septic tanks or wells (stamped on each set of plans bring in all forms issued).
- \_\_\_ Completed Permit Apps – Plbg, Elect, Mech, Building, Shutters, Roof all notarized
- \_\_\_ Contractors - a copy of all applicable licenses (competency & occupational) and original insurance certificates for workman’s comp and general liability.
- \_\_\_ Plan check fee in the amount of \$200.00 due at the time of submittal
- \_\_\_ Disclosure statement - if submitted as an owner / builder application.

\_\_\_\_\_ Contractors Signature

\_\_\_\_\_ Owner signature required if applying for an owner builder permit

Revised 03-18-08