

**DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION**

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

TENT & CANOPY 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**

TENT _____ (NON-COMMERCIAL PURPOSES ONLY)
CANOPY _____ (SEASONAL SALES & ALL OTHER PURPOSES)
CHRISTMAS TREES/4TH OF JULY FIREWORKS/PUMPKINS

- * Need to apply for a Temporary Use Permit Application before submittal of permit to the Building Department. This is a Planning & Zoning Permit Application. (This may take up to months, pending Town Council Approval.)
- * OCCUPATIONAL LICENSE: If use is intended for seasonal sales; this needs to be applied for at the same time. (This may take up to two weeks, pending Town council Approval.)
- * Three day sidewalk sales permit does not require a Temporary use permit; any questions please see the Zoning Department. Bring a copy of submitted applications

Required

- ___ If separate (storage area) please designate area on plot or survey.
- ___ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- ___ Zoning One (1) original signed/sealed survey and two (2) copies to scale (do not reduce size).
Survey shall not be older than two (2) years, unless no changes have been made and survey affidavit is provided. Surveys must show all easements and encumbrances
- ___ 2 FLAME RETARDANT CERTIFICATE + swatch of fabric.
- ___ LETTER FROM PROPERTY OWNER giving permission to use the property
- ___ TEMPORARY POLE (Temporary Power) Electrical Application
- ___ COMPLETED BUILDING PERMIT APPLICATION
- ___ NOTARIZED SIGNATURE ON APPLICATION
- ___ CONTRACTORS - A copy of all applicable licenses (Competency & Occupational) and original Insurance Certificates for Workman's Comp and General Liability
- ___ OWNER BUILDER DISCLOSURE STATEMENT to be completed
- ___ MUST PROVIDE PORTABLE TOILETS if none are available within 250 feet
If toilets are available within 250 feet of Tent/Canopy a letter of permission for usage must be provided from owner.
- ___ Application fee of \$30.00 due at the time of permit submittal.

_____ Contractors Signature

_____ Owner signature required if applying for an owner builder permit