

BUILDING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

RESIDENTIAL ADDITION

We require 2 sets of plans/surveys Packaged and stapled together

Required

- ___ Copy of contract if submitted by a contractor.*
- ___ Print out from the Broward County Property Appraisers Office (WWW.BCPA.NET)
- ___ **Zoning** One (1) original signed/sealed survey and (2) copies to scale (**do not reduce or increase 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. Work being done must be high lighted and have setbacks labeled.
- ___ **Landscaping** Tree Affidavit Stating that no trees have been removed. (Obtained from Landscape Dept)
- ___ **Engineering** Completed drainage cross sections forms obtained from the Engineering Dept. Provide B.F.E. F.F.E. & Lowest equipment Elevation
- ___ **Mechanical** 3 ENERGY CALCULATIONS & ENERGY GUIDE FORM (Supplied by Architect/Engineer) Sealed and/or signed by designer. (2 complete sets - sealed by Architect/Engineer) if drawn by A/C Company, must obtain stamped approval from Arch/Eng)
- ___ **Structural** (Truss plans\Shop Drawings (2 Complete sets, signed and sealed by eng ., reviewed and signed by arch\Eng. of record)
(Product Approvals 2 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
(2 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
- ___ **Electrical** plans (2 complete sets - sealed by Architect/Engineer)
- ___ **Plumbing** plans (2 complete sets - sealed by Architect/Engineer)
- ___ **Utilities** Plans need to be reviewed and approved by Utilities Department prior to submittal to the building department (contact Heidi 954-327-3741)
- ___ DRAINAGE DISTRICT: (Stamped on Surveys or plans)
 - * CENTRAL BROWARD WATER CONTROL DISTRICT
 - * SOUTH BROWARD DRAINAGE DISTRICT APPROVAL (If structure is in easement)
 - * TINDALL HAMMOCK APPROVAL
- ___ Broward county Dept. of Planning & Environmental Protection approval (Stamped on each set of plans *bring in all forms they return) For increase of living units only. (Bedrooms/Bath)*
- ___ 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 they return)
- ___ Utility service agreement (Town of Davie Utilities if in Town of Davie Service Area)
- ___ Completed building permit application - Please note Plbg, Elect, Mech, Swim Pool are separate applications.
- ___ Plan check fee, see fee schedule item #13 required at time of submittal *
- ___ Waste Management agreement form must be signed by the contractor and notarized.
- ___ Affidavit of Awareness Homeowners Association form must be signed by owner and notarized.*
- ___ A copy of all applicable licenses (Competency & Business Tax Receipt) Workman's Comp and General Liability.

_____ Contractors Signature

_____ Owner signature required if applying for an owner builder permit