

# BUILDING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
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## SCREEN ENCLOSURE CHECKLIST

**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 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.
- \_\_\_ **Structural** (2 complete sets of plans sealed by Architect / Struct Engineer) also two slab details with 2 sets of products approval
- \_\_\_ Drainage District: if applicable - (Drainage/Lake Maintenance Easement) (Required only if structure is in easement) (Stamped on slab Location Plan)
- \_\_\_ Central Broward Water Control District
- \_\_\_ South Broward Drainage District Approval
- \_\_\_ Tindall Hammock Approval
- \_\_\_ Completed Building Permit Applications
- \_\_\_ Notarized Signature on Applications
- \_\_\_ Contractors- A Copy of all application licenses (Competency & Occupational) original insurance certificates for Workman's Comp and General Liability
- \_\_\_ Disclosure Statement - if submitted as on owner / builder application.
- \_\_\_ 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.\*
- \_\_\_ Plan check fee, see fee schedule item #13 required at time of submittal \*

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

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