

# BUILDING DIVISION

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

## BALLOON/BANNER CHECKLIST

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

### 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.
- \_\_\_ Only the Planning and Zoning division reviews and signs application (one trade)
- \_\_\_ Fees are as follows

Permit fee	\$77.19
County Escrow	\$0.60
Education Fee	\$0.20
Technology Fee	\$1.90

\_\_\_\_\_ Contractors signature

\_\_\_\_\_ Owners Signature if applying for an owner builder permit.