

# BUILDING DIVISION

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## DRIVEWAY CHECKLIST

**\*We require 2 sets of plans/surveys Packaged and stapled together and 2 copies of applications and all other forms being submitted for this permit**

### Required

- Print out from the Broward County Property Appraisers Office ([WWW.BCPA.NET](http://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** Provide drainage cross sections of the new driveway though swale area. Swale Cross section must be a minimum of 3" in right away (if circular driveway see engineering)  
Driveway width cannot exceed 20% of total property frontage dimension
- 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 applicable licenses (Competency & Business Tax Receipt) original insurance certificates for Workman's Comp and General Liability
- Disclosure Statement - if submitted as on owner/builder application.
- Plan Check Fee in the amount of \$30.33 is required at time of submitting application permit.

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

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

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