

BUILDING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
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NEW COMMERCIAL BUILDING 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** 2 sealed surveys (original) no older than 2 years
Plot plan (showing all intended setbacks from property lines and other existing structures
Surveys must show all easements and encumbrances.
- ___ **Landscape** plan (can be incorporated on the plot plan)
- ___ **Structural** (Truss plans\Shop Drawings (3 Complete sets, signed and sealed by eng ., reviewed and signed by arch\Eng. of record)
(Product Approvals 3 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
- ___ **Electrical** (2 complete sets of plans)
- ___ **Plumbing** (2 complete sets of plans)
- ___ **Mechanical** (2 complete sets of plans) 2 complete sets of energy calculations sign by owner, project architect, or other officially designated agent.
3 Energy Performance Level (EPL) display cards signed by the building qualifier
- ___ **Utilities** Plans need to be reviewed and approved by Utilities Department prior to submittal to the building department (contact Heidi 954-327-3741)
- ___ Fire Sprinkler and Shop Drawings must be submitted prior to the permit issuance
- ___ 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)
- ___ Broward County Elevator Division.
- ___ 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)
- ___ Road paving fee or contribution agreement (Town of Davie Engineering Dept.)
- ___ Utility service agreement (Town of Davie Utilities if in Town of Davie Service Area)
- ___ Completed building permit application - Please note Plbg, Elect, Mech, Swimming Pool are separate applications.
- ___ Contractors - A copy of all applicable licenses (Competency & Occupational) and copies of insurance certificates for Workman's Comp and General Liability
- ___ Broward county impact fee statement or letter from county stating that fees were paid or waived

- ___ 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.

_____ Contractors Signature

_____ Owner signature required if applying for an owner builder permit