

BUILDING DIVISION

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

SHED 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**)
- ___ If suite/land is leased: owner or managing agent must provide notarized letter approving the proposed improvement(s).
- ___ **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 and zoning of property
Provide shed dimensions and total area in square ft
- ___ **Engineering** Completed Engineering cross sections forms(2 copies) providing drainage cross sections from top of slab(patio) to property lines include all dimensions and elevations, show three views(rear, left right)
- ___ **Structural** (2 complete sets, sealed by an engineer)
Products approval letter- can be submitted in lieu of an **engineer's seal** on the set of structural plans)
Footing details of slab - if shed will be placed on a slab, indicate on the plans and the application whether the slab is existing, or new, or not applicable.
- ___ Drainage district: if applicable- (drainage/lake maintenance easement) (**required only if structure is in easement**)
(stamped on shed location plan)
 - * Central Broward water control district
 - * South Broward drainage district approval
 - * Tindall hammock approval
- ___ Completed building permit application
- ___ Notarized signature on application
- ___ Disclosure Statement - if submitted as on owner / builder application.
- ___ Contractors - a copy of all applicable licenses (competency & occupational) and original insurance certificates for workman's comp and general liability.
- ___ 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