

BUILDING DIVISION

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

SIGN 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**
 - 1 SEALED SURVEY (Original required) - For free standing/pylon signs. **No older than 2 years**
 - 2 LOCATION/PLOT PLAN (Showing proposed location of sign(s))
 - Label length of bay or suite
 - Color rendering/color picture
 - Provide sign area in sq ft
 - If sign has logo provide information about what percentage of the total sign area is used by the logo.
 - For further information see Article VIII of the land development code
 - A copy of the Davie Business tax receipt
 - A copy of shopping center, office, or industrial park approved signage plan for the development.
 - Approved sign criteria for shopping center and industrial park
- ___ **Engineering** Provide site triangles for free standing signs include all dimensions setbacks and dimensions.
- ___ **Landscape plan** free standing / pylon signs (2 complete sets)only
- ___ **Structural plans** (2 complete sets, sealed by an Engineer- show size, elevation and anchorage of sign.)
- ___ **Electrical** 2 PLANS & APPLICATION - (application must be submitted by a license electrical sign contractor) If applicable
- ___ Completed building permit application
- ___ Notarized signature on applications
- ___ Contractors - A copy of all applicable licenses (Competency & Occupational) and original insurance certificates for Workman's Comp and General Liability)
 - Electrical sign contractor must have "Specialty Electric Contractor" certification.
- ___ Waste Management agreement form must be signed by the contractor 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