

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 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**)
- 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
- 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.
- Application fee of \$30.33 due at the time of permit submittal.

_____ Contractors Signature

_____ Owner signature required if applying for an owner builder permit

Revised 01-08-09