

BUILDING DIVISION

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

TENT & CANOPY CHECKLIST

We require 2 sets of plans/surveys Packaged and stapled together

TENT _____ (NON-COMMERCIAL PURPOSES ONLY)
CANOPY _____ (SEASONAL SALES & ALL OTHER PURPOSES)
CHRISTMAS TREES/4TH OF JULY FIREWORKS/PUMPKINS

- **Need** to apply for a Temporary Use Permit Application before submittal of permit to the Building Department. This is a Zoning Permit Application. **(This may take up to two weeks, pending Town Council Approval.)**
- Business Tax Receipt: If use is intended for seasonal sales; this needs to be applied for at the same time. **(This may take up to two weeks, pending Town council Approval.)**
- Three day sidewalk sales permit does not require a Temporary use permit; any questions please see the Zoning Department. **Bring a copy of submitted applications**

Required

- _____ Copy of contract if submitted by a contractor.*
- _____ If separate (storage area) please designate area on plot or survey.
- _____ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- _____ **Zoning** (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, lot access, park availability.
- _____ 2 FLAME RETARDANT CERTIFICATE + swatch of fabric.
- _____ LETTER FROM PROPERTY OWNER giving permission to use the property for events and restrooms or part of job from owner.
- _____ TEMPORARY POLE (Temporary Power) Electrical Application
- _____ COMPLETED BUILDING PERMIT APPLICATION
- _____ NOTARIZED SIGNATURE ON APPLICATION
- _____ CONTRACTORS - A copy of all applicable licenses (Competency & Occupational) and original Insurance Certificates for Workman's Comp and General Liability
- _____ OWNER BUILDER DISCLOSURE STATEMENT to be completed
- _____ MUST PROVIDE PORTABLE TOILETS if none are available within 250 feet
If toilets are available within 250 feet of Tent/Canopy a letter of permission for usage must be provided from owner.
- _____ 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