

**DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION**

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
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WOOD DECK 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** 1 SEALED SURVEY (Original) Not older than 2 years.
 LOCATION/PLOT PLAN (Showing all intended set backs from property line and other existing structures)
 Surveys must show all easements and encumbrances
- ___ **Structural plans** - (2 complete sets) May be hand drawn, show all framing members with
 dimensions, show foundation size and type, show connections size & type.
- ___ **Engineering** Complete Engineering cross section form showing drainage cross sections from top of slab to property
 line including swale, all dimensions and elevations show three views rear, left, and right.
- ___ DRAINAGE DISTRICT: if applicable- (Drainage/Lake Maintenance Easement)(**Required only if structure is in easement**)
 (Stamped on Slab Location Plan)
 CENTRAL BROWARD WATER CONTROL DISTRICT
 SOUTH BROWARD DRAINAGE DISTRICT APPROVAL
 TINDALL HAMMOCK APPROVAL
- ___ Completed building permit applications - Please note Plbg, Elect, Screen, Swimming Pools, etc..... are
 separate applications.
- ___ Plan check fee, see fee schedule item #13 required at time of submittal *
- ___ Notarized signature on applications
- ___ Disclosure Statement - if submitted as on owner / builder application.
- ___ CONTRACTORS - A copy of all applicable licenses (Competency & Business Tax Receipt) 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.*

_____ Contractors Signature

_____ Owner signature required if applying for an owner builder permit