

# BUILDING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
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## COMMERCIAL SWIMMING POOL 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** Utility Easement Agreement Letters - if fence location is on a utility easement)  
(2 original sealed surveys - No older than 2 years.)  
(Site Plan - Approved by Town Council - Show all intended set backs of pool, deck and screen enclosure or fence. Also, indicate set backs from other existing structures.)  
Surveys must show all easements and encumbrances
- \_\_\_ **Engineering** (provide drainage cross section including setbacks, swale elevations and slopes on all sides of pool to property line.)  
Completed Engineering cross section form.
- \_\_\_ **Structural** Plans (Pool, Deck, Screen and/or Fence.) (2 complete sets, sealed by an Engineer)
- \_\_\_ Health Department Approval: (Engineering Dept) 2421 SW 6 Avenue, Ft. Laud., FL 33315, (954) 467-4804
- \_\_\_ Drainage District: (if fence is located on a Drainage/Lake Maintenance Easement)  
(Required only if structure is in easement) (Approval stamped on Location Plan)  
CENTRAL BROWARD WATER CONTROL DISTRICT  
SOUTH BROWARD DRAINAGE DISTRICT APPROVAL  
TINDALL HAMMOCK APPROVAL
- \_\_\_ Completed Building Permit Application
- \_\_\_ Completed Fence/Deck/Screen Permit Application
- \_\_\_ Completed Plumbing Permit Application
- \_\_\_ Completed Electrical Permit Application
- \_\_\_ NOTARIZED SIGNATURE ON ALL APPLICATIONS
- \_\_\_ Contractors - Write license #'s on all applications. A copy of all applicable licenses (Competency & Occupational) and original insurance certificates for Workman's Comp and General Liability.
- \_\_\_ Plan check fee in the amt of \$30.88 at the time of submitting application.
  
- \_\_\_ Contractors Signature
- \_\_\_ Owner signature required if applying for an owner builder permit