

BUILDING DIVISION

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

COMMERCIAL SWIMMING POOL 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** 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, 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