

# BUILDING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
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## DETACHED GARAGE 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**)
- \_\_\_ **Zoning** One (1) original signed/sealed survey and two (2) copies to scale (**do not reduce or increase 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. Work being done must be high lighted and have setbacks labeled Elevations showing finish materials and colors. Show height of structure.
- \_\_\_ **Engineering** Completed Engineering cross sections forms (2 copies) providing drainage cross sections from top of slab to property line. Include all dimensions, elevations and slopes. Show all views (front, right, left rear) Swale- Provide drainage cross section throughout swale area
- \_\_\_ **Structural** (Truss plans\Shop Drawings (2 Complete sets, signed and sealed by eng., reviewed and signed by arch\Eng. of record)  
(Product Approvals 2 complete sets reviewed and signed by Arch\eng of record.)  
(Complete HVHZ Roofing application with notarized signature of contractor.)  
(Letters of retention from insp. Firm that will be inspecting Eng. Unit Masonry and providing supervision of truss placement. )  
(Soil Compaction Letter) Including bearing capacity  
(2 complete sets, sealed by architect/ engineer)  
Product approval/truss/shop drawings/roofing applications maybe submitted at a later date, however this will result in an additional fee
- \_\_\_ **Electrical** Plans (2 complete sets, sealed by Architect/ Struct Engineer) - if applicable
- \_\_\_ **Plumbing** Plans (2 complete sets, sealed by Architect/ Struct Engineer) - if applicable
- \_\_\_ **Utilities** Plans need to be reviewed and approved by Utilities Department prior to submittal to the building department (contact Heidi 954-327-3741)
- \_\_\_ Department of Planning and Environmental Protection (Stamped on each set of plans \*bring in all forms they return)
- \_\_\_ 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
- \_\_\_ Contractors- A Copy of all application licenses (Competency & business tax receipt)  
original insurance certificates for Workman's Comp and General Liability
- \_\_\_ Disclosure Statement - if submitted as on owner / builder application.
- \_\_\_ Plan Check Fee in the amount of \$30.88 is required at time of submitting application permit.

\_\_\_\_\_ Contractors Signature

\_\_\_\_\_ Owner signature required if applying for an owner builder permit