

# BUILDING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
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## RESIDENTIAL 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** 1 sealed survey (Original) 2 copies not older than 2 years. Without a survey affidavit  
If there is an existing fence label height and type on survey  
Location/plot plan (**REDUCED** surveys will not be accepted. All intended setbacks of pool, deck and screen enclosure or fence must be drawn on a copy of property survey. Also, indicate set backs from other existing structures.)  
If using a neighbors fence as part of pool protection fence affidavit is required  
Surveys must show all easements and encumbrances  
See section 12-33(8) for related information
- Landscaping** (Tree Affidavit Stating that no trees have been removed. (Obtained from Landscape Dept)  
Show landscaping around all outdoor equipment 36" tall shrubs 24" on center with mulch  
The above items must be submitted with the first permit application
- Utility easement agreement letters** - if fence location is on a utility easement)
- Engineering** Provide drainage cross section including setback elevations and slopes on all sides of pool to property lines standard details available from town of davie
- Structural plans** - Pool, Deck, Screen and/or Fence. (2 complete sets, sealed by an Engineer)
- 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
- Completed mechanical permit application for pool heater. Specifications & anchoring details required (3 copies)
- Notarized signature on all applications
- 2 Copies of Pool Safety Act Form
- 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.
- Application fee of \$30.33 is due at the time of permit submittal.

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

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

