

BUILDING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
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RESIDENTIAL ALTERATION 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)
- Proof of ownership (deed or current tax bill)
- If suite/land is leased: owner or managing agent must provide notarized letter approving the proposed Improvement.
- Zoning** One (1) original signed/sealed survey and (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. May require site plan approval contact P & Z Division.
- Structural plans** (2 complete sets, sealed by architect / struct engineer)
- Electrical plans** (2 complete sets sealed by architect /struct engineer) - if applicable)
- Plumbing plans** (2 complete sets sealed by architect /struct engineer) - if applicable)
- Mechanical** (3 complete sets of plans) 3 complete sets of energy calculations sign by owner, project architect, or other officially designated agent.
- Utilities** Plans need to be reviewed and approved by Utilities Department prior to submittal to the building Department (contact Heidi 954-327-3741)
- 3 Energy Performance Level (EPL) display cards signed by the building qualifier
- completed building permit application - please note plbg, elect, mech, swim pool are separate applications.
- notarized signature on application
- Disclosure Statement - if submitted as on owner / builder application.
- Contractors - a copy of all applicable licenses (competency & occupational) 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.*
- Plan check fee, see fee schedule item #13 required at time of submittal *

_____ Contractors Signature

_____ Owner signature required if applying for an owner builder permit