

# BUILDING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
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## RETAINING WALL/BULK HEAD 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](http://WWW.BCPA.NET))
- Structural** 2 Set of Engineered Sealed Plans required.
- Zoning** One (1) original signed/sealed survey and (2) copies to scale (do not reduce 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.
- Engineering** Show cross sections including existing ground and under water
- Central Broward Water Control District
- South Broward Drainage District Approval
- Tindall Hammock Approval
- Disclosure Statement - if submitted as on owner / builder application.
- DPEP Approval required
- Contractors- A Copy of all application licenses (Competency & Occupational) original insurance certificates for Workman's Comp and General Liability
- Plan Check Fee in the amount of \$30.88 at time of submittal
- Notarized Signature on Applications
- Completed Building Permit Applications
- Army Corp Engineering approval : If on a Navigational waterway.

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

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