

# BUILDING DIVISION

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

## SCREEN ENCLOSURE 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 (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.
- Structural** (2 complete sets of plans sealed by Architect / Struct Engineer) also two slab details with 2 sets of products approval
- 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
- Notarized Signature on Applications
- Contractors- A Copy of all application licenses (Competency & Occupational) 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 at time of submitting application.

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

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

