

BUILDING DIVISION

PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

SHUTTER/DOOR/WINDOW 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**)
- ___ 2 Drawings of the foot print of the structure showing numbered locations of openings to be shuttered. Also include length, width, and mean roof height of structure.
- ___ 2 sets of Dade County product approval for each type of shutter being installed.
- ___ 2 Completed Town of Davie shutter installation forms and attached wind load calcs.
- ___ Completed Building Permit Applications with notarized signatures.
- ___ 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.
- ___ 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