

## BUILDING DIVISION

### MONUMENT SIGN CHECKLIST

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

#### **Required Forms:**

- [Building Permit Application](#)
- Signed and Notarized [Addendum Form](#) by Contractor.
- A Notice of Commencement must be recorded if the job exceeds \$2,500.
- Copy of contract if job value is greater than \$5,000.
- If the contractor has a Workers' Compensation Exemption, a [Workers' Compensation Exemption Letter](#) is required.
- Copy of Property Search/Ownership from the Broward County Property Appraisers Office  
[WWW.BCPA.NET](http://WWW.BCPA.NET).
- Provide a notarized letter approving the proposed improvement by Owner or Managing Agent.

#### **Required Permit Applications:**

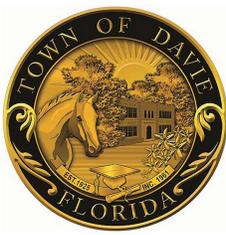
- Structural
- Electrical (If Applicable)

#### **Permit Review Stops:**

- Structural
- Planning & Zoning
- Engineering
- Landscaping
- Electrical (If Applicable)

#### **Minimum Plan Submittal:**

- Provide one (1) original and two (2) copies of a signed/sealed survey (do not reduce or increase size). Provide an executed [survey affidavit](#) form if the survey is older than two (2) years if there have been no changes to the property.
- Provide two (2) site plans (and building elevations, if applicable) clearly indicating the location of proposed work with dimensions and setbacks. Please note that all work must be highlighted on the site plans (i.e. fencing, driveways, generators, etc.).
- Provide the proposed ground mount sign location on a plan and the dimensional length of the property frontage. Clearly indicate the size of the signage area on the plans.



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- Two (2) complete plans signed and sealed by an Engineer. Disconnect must be external. All equipment and material must be UL approved. Provide size, elevation and anchorage of sign. Include complete landscape plans.
- Provide site triangles including all dimensions and setbacks.

#### **Submittal Fees:**

**Residential/Commercial:** 0.75% of construction value or minimum fee of \$25.00.