



**BUILDING DIVISION**  
**RESIDENTIAL INTERIOR/EXTERIOR**  
**ALTERATION CHECKLIST**

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6591 ORANGE DRIVE DAVIE, FLORIDA 33314  
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**Required Forms:**

- [Building Permit Application](#)
- Signed and Notarized [Addendum Form](#) by Contractor and Owner.
- A Notice of Commencement must be recorded if the job exceeds \$2,500.
- If permit submitted as an Owner Builder provide [Owner Builder Disclosure Statement](#).
- 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](#).

**Permit Review Stops:**

- Planning & Zoning
- Plumbing
- Structural
- Mechanical
- Electrical

**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 and 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.).
- Two (2) complete sets of signed and sealed plans including Electrical, Mechanical and Plumbing, if applicable.
- Provide the standards for all fixtures, faucets, and diverters.
- Two (2) energy compliance forms supplied by Architect/Engineer or A/C contractor (if applicable). HVAC cooling and heating load calculations (per zone). Mechanical Department reviews all calculations.
- If Applicable, two (2) complete sets of Shop Drawings, N.O.A, and Product Approvals. May also be submitted later for an additional fee.

**Submittal Fees:**

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