



BUILDING DIVISION

RESIDENTIAL ADDITION CHECKLIST

8800 SW 36th STREET, DAVIE, FLORIDA 33328

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

Required Forms:

- [Building Permit Application](#)
- Signed and Notarized [Addendum Form](#) by Contractor or 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](#).
- To avoid any delays in the permitting process, it is recommended to include a signed contract as proof of job value when over \$5000.
- 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.

Required Permit Applications:

- Structural
- Electrical
- Plumbing
- Mechanical

Permit Review Stops:

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

Minimum Plan Submittal:

- Provide 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 site plan (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.).



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- Provide an executed [Hold Harmless](#) utility easement agreement form if proposed work is located within such easements.
- Provide an executed [Tree Affidavit](#) form if proposed work does not conflict with existing tree(s).
- Provide the applicable drainage district approvals if proposed work is located within drainage related easements.
- A complete set of signed and sealed plans including Electrical, Mechanical, and Plumbing.
- Provide the standards for all fixtures, faucets, and diverters.
- Provide 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.
- A signed and sealed [Special Inspector Form](#). Provide Soil Report/Improvement Plan from Geotec Engineer.
- A complete set of signed and sealed Shop Drawings, N.O.A, and Product Approvals. May be submitted later for an additional fee.
- Provide complete [Drainage Cross Section](#) form. Provide Floor Elevation (F.F.E), Base Floor Elevation (B.F.E), and lower equipment elevation.

Outside Agency Approvals:

- Approval from Broward County Environmental Protection and Growth Management Department (**EPD**). Permit must be applied for within 30 days of EPD approval.
- Broward County Health Department approval stamp (If Applicable) – If sewage and water usage is with Septic Tanks or Wells.