



BUILDING DIVISION

NEW COMMERCIAL BUILDING 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.
- A Notice of Commencement must be recorded if the job exceeds \$2,500.
- 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.

Review Stops:

- Planning & Zoning
- Fire and Life Safety
- Structural
- Engineering
- Electrical
- Plumbing
- Mechanical
- Landscaping

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.).
- 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.
- Provide a copy of the Planning & Zoning stamped approved site plan packet.
- A complete set of signed and sealed plans including Electrical, Mechanical and Plumbing.



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- Provide the standards for all fixtures, faucets, and diverters.
- Provide energy compliance forms and input data sheets supplied by Architect/Engineer (if applicable). HVAC heating and cooling load calculations (per zone). All calculations are reviewed by Mechanical Department.
- Special inspection plan prepared by D.O.R. (for threshold buildings) and two (2) signed and sealed [Special Inspector Form](#). Provide Soil Report/Improvement Plan from Geotec Engineer.
- Shop Drawings, N.O.A, and Product Approvals may be submitted later for an additional fee. Roof coverings, site fencing, and signage require separate permits and may need review and approval from D.O.R.
- Provide site plan modifications, parking calculations, Finish Floor Elevation (F.F.E), Base Floor Elevation (B.F.E), and lower equipment elevation.
- A complete set of Storm Water Pollution Prevention Plan (SWPPP) complying with NPDES. Provide Drainage Plan and two (2) [Drainage Cross Section](#) Forms.
- A complete Landscape plan signed and sealed by a Landscape architect (may be included on the plot plan).
- Town of Davie Utility Department service agreement if in Town of Davie service area.

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.
- Drainage District Approval Stamp (If Applicable): Required only if structure is in easement or near a body of water. Locations per District: Central Broward Water Control District, South Broward Drainage District Approval, Tindall Hammock Approval.
- Broward County Elevator Division approval (If Applicable)
- Broward County Health Department approval stamp (If Applicable) – If sewage and water usage is with Septic Tanks or Wells.
- Approval of Department of Business and Professional Regulation Hotel and Restaurant Division (If Applicable).