



BUILDING DIVISION
COMMERCIAL INTERIOR/EXTERIOR
ALTERATION 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](#) Structural and applicable departments.
- 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](#).
- 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.
- If property/land is leased, provide a notarized letter from Owner/Managing Agent approving the proposed improvement.

Required Permit Applications:

- Structural
- Electrical (If applicable)
- Plumbing (If applicable)
- Mechanical (If applicable)

Permit Review Stops:

- Planning & Zoning
- Fire & Life Safety
- Structural
- Engineering
- Electrical (If applicable)
- Plumbing (If applicable)
- Mechanical (If applicable)
- Landscaping (If applicable)

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 if there have been no changes to the property.



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- Provide a 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.
- A complete set of signed and sealed plans including Electrical, Mechanical and Plumbing, if applicable.
- 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 the Mechanical Department.
- A complete set of 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.
- Complete Landscape plans signed and sealed by a Landscape architect, if applicable.
- Engineering permit is required for paving, grading, drainage, water, and sewer elevations.
- Town of Davie Utility Department service agreement if structure is in town's 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.
- 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).