



BUILDING DIVISION

COMMERCIAL ADDITION CHECKLIST

6591 ORANGE DRIVE DAVIE, FLORIDA 33314
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.
- 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.
- Provide a notarized letter from Owner/Managing Agent approving the proposed improvement.

Required Permit Applications:

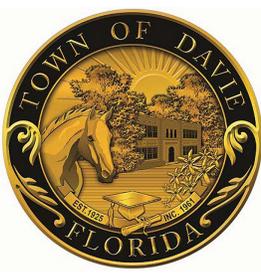
- Structural
- Electrical (If applicable)
- Plumbing (If applicable)
- Mechanical (If applicable)

Permit Review Stops:

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

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.).



BUILDING DIVISION

COMMERCIAL ADDITION CHECKLIST

6591 ORANGE DRIVE DAVIE, FLORIDA 33314

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

- 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.
- Two (2) complete sets of signed and sealed plans including Electrical, Mechanical and Plumbing.
- Provide the standards for all fixtures, faucets, and diverters.
- Two (2) 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.
- 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.
- Two (2) complete sets 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.
- Provide site plan modifications, parking calculations, Finish Floor Elevation (F.F.E), Base Floor Elevation (B.F.E), and lower equipment elevation.
- Two (2) complete sets of Storm Water Pollution Prevention Plan (SWPPP) complying with NPDES. Provide two (2) [Drainage Cross Section](#) forms.
- Two (2) complete Landscape plans signed and sealed by a Landscape architect.
- 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).

Submittal Fees:

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