



BUILDING DIVISION

AWNING CHECKLIST

PHONE: 954.797.2066 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

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.

Required Permit Applications:

- Structural

Permit Review Stops:

- Structural
- Planning and Zoning
- Fire & Life Safety (if Commercial)

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.).
- If new slab, provide [Drainage Cross Section](#) from top of slab to property lines (Include all dimensions, elevations, and slopes).
- Two (2) Flame Retardant Certificates. Attach swatch of fabric (For Canvass Awning Only).

Submittal Fees:

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