



## BUILDING DIVISION

### SEASONAL SALES TENT & CANOPY CHECKLIST

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8800 SW 36th STREET, DAVIE, FLORIDA 33328

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#### **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](http://WWW.BCPA.NET).

#### **Permit Review Stops:**

- Planning & Zoning
- Engineering
- Structural
- Fire & Life Safety

#### **Minimum Plan Submittal:**

- If using the tent/canopy for **seasonal sales** — Must apply for a Temporary Use permit with Planning and Zoning Division before submittal to the Building Division. Applications should be submitted no less than sixty (60) calendar days prior to the proposed commencement of a temporary use. Applications not submitted within this timeframe may be denied by the town administrator or his or her designee without further review.
- If using the tent/canopy for a special event (**No Sales**) — Must go to Parks and Recreation Division to obtain an approval and must submit a copy of such to the Building Division.
- 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.
- A Flame Retardant Certificate. Attach swatch of fabric.
- Must provide portable toilets if none are available within 250 feet or provide a letter from the business to allow the use of restrooms, including hours of operation.
- Apply for a Temporary Pole Electrical permit (If Applicable).