



## BUILDING DIVISION

### NEW RESIDENTIAL CONSTRUCTION CHECKLIST

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6591 ORANGE DRIVE DAVIE, FLORIDA 33314  
PHONE: 954.797.1111 • 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
- Electrical
- Plumbing
- Mechanical
- Roofing
- Shutters (If applicable)
- Swimming Pool (If applicable)
- Fence (If applicable)

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

- Structural
- Electrical
- Mechanical
- Plumbing
- Engineering
- Landscaping
- Planning & Zoning

#### **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 and 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.).
- 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.



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- Provide a copy of the Planning & Zoning stamped approved site plan packet.
- Two (2) sets of Landscape plans. Can be incorporated on the Plot Plan. Tree survey must be signed and sealed by Landscape architect. If trees will be removed apply for a [Tree Removal](#) permit, otherwise provide a [Tree Affidavit](#).
- 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 supplied by Architect/Engineer or A/C contractor (if applicable). HVAC cooling and heating 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.
- Two (2) complete sets of signed and sealed Shop Drawings, N.O.A, and Product Approvals. May be submitted later for an additional fee.
- If applicable, provide drainage plan and calculations. Two (2) [Drainage Cross Section](#) Forms to all property lines, elevations, slopes, and dimensions. Provide cross sections from septic systems to property line include elevations, slopes, and dimensions.
- Two (2) complete sets of Storm Water Pollution Prevention Plan (SWPPP) complying with NPDES.
- Provide topographic survey of property, clear boundaries and bearing. Show existing ground elevation, pavement, structures, water courses, all easements, road right of way within and adjacent to property easements. If applicable, provide sidewalk adjacent to public right of way.
- Show clear sight triangle at entrance per Town code. Show utility easements. Provide Finish Floor Elevation (F.F.E), Base Floor Elevation (B.F.E), and lower equipment elevation.

#### **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 Health Department approval stamp (If Applicable) – If sewage and water usage is with Septic Tanks or Wells.

#### **Submittal Fees:**

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